Position: Secretary IV, FOUNDATION RELATIONS

Part of University Advancement, the Office of Foundation Relations serves as a donor-centric liaison connecting UR priority needs (programs, projects, research) with foundation philanthropic goals and opportunities. Covering all divisions of the UR, the FR Office develops mutually beneficial, productive, long-term relationships with private foundations locally and nationwide to maximize foundation support of the UR. The FR Office manages the entire fundraising pipeline for foundation prospects – from research, to cultivation, proposal development, and stewardship. Because of the nature of FR work at the UR, the FR Administrative Assistant must be highly intelligent and able to support the full spectrum of FR top prospect work from research and report development to assisting in planning and managing foundation visits.

With minimal direction, serves as principal assistant to the Assistant VP for Foundation and Corporate Relations covering all administrative duties. Must be a consummate professional able to support the Asst. VP with the highest level of quality and interact appropriately and effectively with a variety of constituencies including executives from the University and foundations, as well as Advancement colleagues. Helps maintain Top Prospect materials and supports other key data management and general office activities as needed.

Executive support – 55%
• Manages the AVP’s calendar; proactively gathers, analyzes and compiles background material for meetings for the AVP (and other attendees) (10%)
• Assists in the preparation of Presidential and other UR leadership/faculty meeting briefs (5%)
• Maintains FR Top Prospect materials proactively seeking out relevant information, updating trackers on an on-going basis to ensure accurate tracking and planning for top prospects (10%)
• Helps develop and maintain FR prospect files, updating and reorganizing as needed. (5%)
• Proactively tracks and reports on AVP FR prospect activity – managing timely capture of contacts in OASIS, FR prospect hard files, proposal files and all other relevant systems (5%)
• Assists with correspondence of moderate complexity (i.e., thank you letters) (5%)
• Maintains AVP’s office filing system and prepares daily and weekly working files (5%)
• Manages AVP’s expenses (5%)
• Manages travel plans (5%)

Meeting management – 35%
• Manages meeting preparation for AVP (and FR Program) as needed, including compiling agendas, managing logistics and scheduling; and overseeing coordination with University offices (parking, security, etc) and outside vendors (catering, etc)
• Schedule and prepare for monthly FR Team Meetings including updating agendas and supplying relevant tracking and other materials
• Helps schedule, plan, and coordinate informational and formal site visits with foundation staff
General office management – 10%

- Provide general office support as needed (i.e., maintaining FR files, supply acquisition) working with the FR Program Assistant

The ideal candidate will be flexible and able to multi-task, a self-starter who is proactive, with a positive attitude and a strong willingness to learn new skills. He/she will be inquisitive, collaborative and professional with the ability to adjust to changing priorities and challenges in a busy, often hectic environment. The role demands organizational savvy, tact, and a fundamental understanding of UR culture and protocol. Must be able to communicate effectively, appropriately and comfortably with University leadership and faculty, foundation executives and Advancement colleagues. The ideal candidate will be a team player with a good sense of humor; someone who possesses excellent judgment, analytical and problem-solving skills.

REQUIREMENTS:

2 years of post high school education and at least 3 years of secretarial and office experience, including 1 year in a position which demonstrated the ability to work with minimum supervision and to direct an office operation, or an equivalent combination of education and experience. Proficient with Microsoft Office suite, and a solid understanding of information systems and data analysis. Exceptional communication, customer service, writing and problem solving skills; familiarity with higher education a plus.