

University of Rochester Medical Center

Secretary IV

URMC Clinical, Research & Academic Programs

Pay Grade 09

General Purpose

Serves as support to the assigned members of the URMC Advancement team, including the Executive Director, URMC Research and Clinical Programs. Ability to work in a team setting with all levels of management, staff and administration. Must have the ability to handle high level of confidentiality and professionalism. Strong organizational and computer skills. Ability to set priorities and handle multiple tasks.

This role will report directly to the URMC Project and Support Coordinator.

Specific Responsibilities

(25%) With general guidance as to priorities, manages the time and calendar of the Executive Director and other assigned team members. Manages competing demands on time, refers matters to be handled by others, and manages access to the Executive Director and other assigned team members.

(20%) Represents the Executive Director in contacts with Medical Center leadership, chairs, faculty, trustees, donors, alumni and prospects, and University leadership. Assists the Executive Director in managing Major Gift prospects, donor projects, stewardship and activities. Proactively relays and frequently anticipates the Associate Vice President's needs, instructions, preferences, concerns, and recommendations to leadership and staff.

(20%) Anticipates from leadership, staff, and volunteers the need for appropriate background materials for the Executive Director for effective decision making and meeting preparation. Proactively prepares and compiles background information needed in preparation for donors visits, meetings, cultivation and solicitations, events and activities. Arranges and/or assists with follow-up meetings, correspondence and activities. Compiles, edits, and proofreads materials for fund raising reports, correspondence, presentations, proposals and publications. Prepares donor contact reports in OASIS system and assists with prospect follow-up, including maintaining the prospect birthday report and assists with processing gift input forms. Serves as "quality control" for written materials. Edits and publishes meeting minutes as deemed appropriate by the Executive Director.

(15%) Plans and makes all administrative arrangements for the Executive Director's meetings and special events, including meeting facilities and equipment, travel, reservations, special event catering needs, AV requirements and conference arrangements. Makes arrangements for visiting dignitaries, major donors, major gift prospects as directed by the Executive Director.

(10%) Is responsible for reconciling expense reports for the department in preparation for signature by the Executive Director and submission to finance. Additionally, tracks and manages time reporting and submission for the Executive Director's direct reports.

(5%) Reconciles expenses on behalf of the Executive Director; processes travel and conference expense reports, request for payments.

(5%) Perform other duties as required by Executive Director. This document describes typical duties and responsibilities, and is not intended to limit management from assigning other work as required.

Requirements

College graduation or an equivalent combination of experience and training. Three to five years related work experience including at least three years in administrative capacity in an academic office or project management or equivalent experience in business is preferred.

1/18/2018