

**Position: Secretary IV, FOUNDATION RELATIONS**

Part of University Advancement, the Foundation Relations Office connects 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.

The FR secy. is the principal assistant to the AVP for FR, 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 wide variety of constituencies including UR, foundation and Advancement leadership. Main duties include

Executive support – 70%

- Maintains the AVP's calendar including tactfully managing challenging meeting scheduling and detailed follow-through, confirming all mtg. logistics, detailed calendar notices, careful tracking of daily, weekly schedules; helps schedule and coordinate informational and formal site visits with foundation staff (30%)
  - Assists with all meeting follow-up – including tracking / compiling contact reports in OASIS, compiling expense reports (15%)
  - Provides technological assistance with presentations, proposals, and with office reports and provides back-up for FR proposal tracking and reporting (15%)
- Maintains AVP's office filing system, tracks/files all print, electronic (10%)

Meeting management – 25%

- Assists with timely meeting preparation for AVP (and FR Program) as needed, including compiling agendas, building meeting folders, and overseeing coordination with University offices (parking, security, etc) and outside vendors (catering, etc.) (15%)
- Schedule weekly FR Team Meetings and assist AVP with follow-up (5%)

General office management – 5%

- Provide general office support (i.e., supply acquisition, other)

The ideal candidate will possess a positive attitude; be intelligent, and kind. He/she will enjoy working in an administrative support role in a busy, but relatively quiet, internal facing environment. He/she will have a positive attitude, be flexible, thoughtful, and highly detail oriented. The role requires professional decorum, tact, and a fundamental understanding of UR culture and protocol. Must be able to communicate effectively and appropriately with the FR AVP/Team, with University leadership, faculty, foundation executives and Advancement colleagues. The ideal candidate will be technologically savvy able Must be a technologically savvy and a reliable team player.

**REQUIREMENTS:**

2 years of post-high school education and at least 3 years of secretarial and office experience in a formal, professional environment. Technologically Proficient including with the 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.