



Job Description

Application instructions at end of document

Title - Administrative Assistant for Institutional Advancement

Position Reports to - Executive Director of
Institutional Advancement

Job Classification - Full-time, non-exempt,
support staff

General Description

Oversees the generation of donor acknowledgments, manages the Salesforce database for IA, and assists the executive director and other Institutional Advancement (IA) staff to produce materials and services for the benefit of the department, donors, and other constituents

Major Responsibilities

- 1) Overseeing the IA gift receipting process, including but not limited to
 - recording all gifts received in Salesforce;
 - generating gift letters and receipts, appropriate to their gift type, making sure they are mailed after signature;
 - generating the reports needed for the Business Office, insuring that the two department's records balance;
 - keeping all electronic records and paper files current, including adding and editing of relevant correspondence and information derived from other sources;
 - updating the acknowledgment form that helps Executive Director of Institutional Advancement (EDIA) understand the history of the donors before making contact with them;
 - communicating donor information to the President's Office for gifts of \$1,000 or more so the president can send a personal note to the donor, including a history of past giving and giving trends for said donors;
 - assisting the EDIA with the production of materials, reports, spreadsheets, etc. for working with donors;
 - sending reminders for any outstanding campaign pledges;
 - preparing mailing labels as needed;
 - coordinating solicitation and endowment mailings, including assuring adequate supplies of all materials needed for the mailings;
 - moving appropriate records to basement storage semiannually, keeping IA records tidy in the vault;
 - reviewing congregational and denominational publications for address updates and deaths and updating the database.

- 2) Serving as data manager for the IA portion of the Salesforce data management system, including but not limited to
 - coordinating the implementation of Salesforce with other IA staff;
 - working with other IA staff to consider items that need to be included in the configuration of Salesforce for IA use;
 - working with Yellow Brick Systems and Salesforce on new configurations needed and coordinating with the Salesforce lead in the Admissions Department on necessary cooperative work;
 - maintaining the donor information system;

- preparing reports on individual and congregational giving as needed;
 - producing giving analysis reports on a monthly, quarterly, and yearly (both calendar and fiscal) basis;
 - tracking giving patterns individually, in aggregate, and in various segmented groupings that make sense;
 - conceptualizing and formulating strategies for database segmentation that will more directly address donor interests;
 - assessing reliability of the system by regularly watching whether output and reports make sense;
 - observing patterns and responding by noting and correcting coding problems or initiating questions with software vendors;
 - staying aware of potential donors to the Seminary and bringing those names to the attention of the EDIA for decisions about appropriate solicitation;
 - supporting and training others in IA as requested;
 - entering all address changes from returned mailings into database;
 - creating and managing appropriate donor dashboards to track progress;
 - providing a weekly written report of activities to the EDIA.
- 3) Coordinating logistics for district conference travel and reporting, including but not limited to
- determining who is attending which conference, making sure they get registered and have housing/travel cared for;
 - displaying schedule for those conferences;
 - sending a written report to each district;
 - sending printed materials to each district.
- 4) Making needed decisions for managing work flow, etc., in the absence of the EDIA and in consultation with the EDIA via phone or e-mail
- 5) Arranging for weekly IA staff meetings

Occasional Duties

- Preparing IA annual reports for the Association of Theological Schools
- Updating graduates' information in Salesforce and making sure current student advising lists match the database
- Assisting the EDIA and director with travel plans, sending individual invitation letters to donors and others as needed
- Processing credit card reports for the business office, as requested
- Assisting the EDIA with the production of biannual materials, reports, spreadsheets, etc., for working with board committees and posting materials on Moodle
- Adding new annual allocation amounts as submitted by churches to the database (usually in January)
- Generating and sending mailings to endowment donors or families as well as sending letters to student scholarship recipients so students can personally thank donors
- Filling in as occasional backup at the front desk as needed
- Coordinating Christmas card mailing, including generating mailing labels
- Offering hospitality around the Seminary by providing tours and greeting guests, especially donors
- Assisting with the Presidential Forum on assigned duties such as tracking registrants, generating mailing lists, assisting during the Forum
- Taking minutes at staff meetings and meetings of the Institutional Advancement Committee of the board of trustees

- Supervising work-study student(s) who may be hired by IA
- Other duties as assigned

Committee Assignment/Attendance

Weekly IA staff meetings

Institutional Advancement Committee meetings of the board of trustees

Minimum Qualifications

- Bachelor’s degree in a related field
- Two years of related experience
- Excellent organizational and interpersonal skills
- Ability to maintain confidentiality
- Proficiency in Microsoft Office and Excel, Google Chrome, Internet Explorer
- Proficiency in generalized computer and office equipment use
- Familiarity with use of databases
- Ability to set, manage, and meet deadlines
- Ability to work independently
- Ability to communicate effectively with a diverse population

Required Relationships

Internal and external constituents

Direct Reporting Positions

Possible work-study students

Work Conditions:

Office setting in Richmond, Indiana

Approximately forty hours per week

Physical Requirements

Routine work at computer

Ability to lift boxes up to forty pounds



Application review will begin on February 15, 2017, and will continue until an appointment is made. To apply please send a letter of interest, resume, and contact information for three references to

advancement@bethanyseminary.edu

Attention:

Mark Lancaster

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