

Administrative Coordinator for the Vice President of Institutional Advancement

Office for Institutional Advancement-

JOB DESCRIPTION

JOB SUMMARY:

The Administrative Coordinator plays a critical role on the Institutional Advancement (IA) Team by anchoring the team's projects and ensuring a smooth flow of its general operations. In addition to administrative support for the Vice President of Institutional Advancement, this role supports the Institutional Advancement and Governance Committees of the Board of Trustees; coordinates event logistics; supports student philanthropy and engagement; and manages the Office of IA's donor stewardship efforts.

REPORTS TO:

Vice President for Institutional Advancement

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Key support responsibilities include:

- Managing the Vice President's calendar, coordinating with LPTS Senior Leadership Team's staff to schedule both internal and external meetings.
- Serving as point person for handling all meeting coordination (scheduling, agenda, note taking, food/room/location reservations, etc.) for: team meetings, retreats, IA Committee meetings, funder site visits, and other such large onsite and offsite meetings.
- Providing administrative support to the Board IA and Governance Committees.
- Managing scholarship and award programs, including:
 - Stewardship letters from students to scholarship donors
 - Annual awards – certificates, stewardship letters to donors
 - Student Thank a Thon or other student service-oriented programs
- Managing Memorial Garden sales, including scheduling services and coordinating details with family members
- Coordinating donor thank-you letter program, including the drafting of letters, periodic updating of messaging, and vendor logistics. Draft tailored personalized alum and donor correspondence, including congratulatory wishes, condolences, apologies, donor stories and special requests.
- Preparing and distributing annual donor reports for endowed and named annual funds.
- Serving as a point-of-contact for donors, alums, and campus partners. Provide answers to a wide array of general questions regarding giving and volunteerism.
- This position requires a high level of commitment and enthusiasm. Due to evening alum and donor events and programs, this role must be willing to work extended hours as needed.
- Special projects and related duties as assigned.

Key event responsibilities include:

- Coordinating the logistics for various meetings/calls/events including individual donor cultivation events, and small special event fundraisers. This includes, but is not limited to: tracking RSVPs, coordinating and ordering event supplies, coordinating with event vendors, etc.
- Providing primary administrative support for Seminary donor or IA-led events, such as the President's Roundtable, Grawemeyer Award donor reception, Festival of Theology/Alum Reunions and the campus lecture series. This includes responsibilities mentioned above as well as arranging

travel for honorees and special guests, coordinating event volunteers, and managing event mailings and correspondence.

- Serve as IA liaison to Seminary events such as Black Church Studies Consultation, Convocation and Commencement, providing appropriate support or information as needed.
- Providing personalized thank you's after events for host and attendees
- Supporting alum and donor engagement event logistics and providing on-site support, including invitations and RSVPs, post-event surveys, and summarizing event results for internal review.

Key administrative responsibilities include:

- Support the processing and distribution of mass communications to donors including year-end mailing, holiday cards, annual report, and more.
- Managing and maintaining a filing system for constituent files, including individuals, foundations, churches, and scholarship/award programs.
- Processing department invoices and contracts as well as settling department credit cards
- Maintain Operating budget & Unitized Endowment Report records for IA. When necessary, serve as liaison with the Business Office for budget matters.
- Ordering supplies and materials for the IA Team and managing department subscriptions.
- Arranging Travel and lodging and assist the VP in the compilation and submission of expense reports, as needed.
- Managing the IA office student workers.
- Provide updated information on donors and other constituents to the Director of Data Management as necessary; cross-trained to serve as a back-up when gift entry coverage is needed.
- Creating and maintaining process documentation for the IA Team; identifying areas for process improvement and collaborating across the team to adjust as needed.

Other duties:

- Provides administrative support to any programmatic assignments and/or special projects of the Institutional Advancement Team.

QUALIFICATIONS

- Minimum of 2-4 years relevant work experience required. Hands-on executive assistant and scheduling experience preferred. Knowledge of the practices and principles of fundraising and/or prior experience with/understanding of foundation and major gifts fundraising a plus.
- Strong comfort level working with Board members and Executive-level staff.
- Ability to represent Institutional Advancement professionally.
- Must be capable of working with sensitive information with complete confidentiality.
- Excellent organizational skills and demonstrated ability to prioritize tasks, meet deadlines, multi-task and work quickly and effectively under pressure. Ability to perform detail-oriented work with accuracy/timeliness/completeness.
- Project management and critical thinking skills necessary to effectively problem solve and be able to lead projects to conclusion.
- Excellent interpersonal, verbal and written communications skills.
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes and languages.
- Proficient in Microsoft Office products, particularly Word, Excel and Outlook (or comparable software); experience with donor management software, Raiser's Edge experience highly preferred.
- Knowledge, understanding, and appreciation of Louisville Seminary is valued.