



Job Description

Job Title: Office Manger		
Location: University Advancement		Reports to: Associate Vice-President
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40

POSITION SUMMARY:

Manages a variety of general office activities. Tracks, acknowledges, and reports on contributions received, schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and administrative and business detail by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and operate Development module in Jenzabar database.
- Conduct, control, coordinate, and execute mailings to various constituents.
- Processes and maintains records on all gifts, pledges, and membership transactions.
- Prepares receipts and acknowledgment letters in response to gifts received.
- Sends informational and/or benefits packages to donors.
- Prepares and maintains financial spreadsheets and reports.
- Composes and prepares routine correspondence.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments and arranges travel schedules and reservations.
- Prepares outgoing mail.
- Analyzes and organizes office operations and procedures such as typing, filing, requisition of supplies, and other clerical services.
- Maximizes office productivity through proficient use of appropriate software applications.
- Researches and develops resources that create timely and efficient workflow.
- Process, report, review, verify and acknowledge contributions received.
- Trains new employees on required software applications.
- Prepares activities reports for guidance of management.
- Maintains contact with customers and outside vendors.
- Assist with coordination of special events such as placing orders for catering needs, room reservations and set up, and use of special equipment and/or furniture.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

May directly supervise one student worker in the Office of University Advancement. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS:

To perform this job successfully, an individual should possess strong knowledge of Microsoft Excel and Microsoft Word, and demonstrate ability to learn and apply the Jenzabar software application.



Other Skills and Abilities

Ability to work independently and must be detail oriented.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.