

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Mission Advancement

TITLE: Mission Advancement Office Assistant

GENERAL SUMMARY:

The Office Assistant works in cooperation with the Director of Mission Advancement in conducting the annual giving program, public relations, special events, and volunteer relationships. This position is responsible for all administrative functions of the Mission Advancement office. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assure confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS:

- Integrates the values of the Sisters of Saint Francis into the management of the Mission Advancement program.
- Prepares accurate word processing documents, database entries, and spreadsheets.
- Performs bookkeeping functions.
- Maintains the system of donor files, gift records, and thank you letters.
- Conducts telephone reception in a prompt, courteous and helpful manner.
- Collaborates with Director of Mission Advancement to maintain office files, computer and general, including donor files, gift records, development-related articles, information and pertinent written communications to donors and prospects.
- Assists with the scheduling, preparations and arrangements for related meetings.
- Assists in the identification, recruitment and training of volunteers to support activities as needed.
- Assists with Mission Advancement events.
- Participates in development activities to promote good will, foster understanding and reflect the mission and values of the Rochester Franciscans.

OTHER FUNCTIONS

- Participates in appropriate internal/external meetings and committees related to the Mission Advancement Office.
- Performs other duties and responsibilities as assigned by the Mission Advancement Director.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Embracing Person Directed Philosophy

- Must pass a background investigation, including a criminal history investigation.

QUALIFICATIONS

- Administrative assistant associate degree or a certified program in office assistant training preferred.
- Minimum of two years' experience or one year formal training in development or sufficient combination of education and experience required.

(Qualifications- continued)

- Technically proficient in Office related computer software, as well as on peripheral hardware related to office work.
- Knowledge of Results Plus software preferred, but will train.
- Well-developed administrative skills in planning, organizing and managing.
- Well-developed and exhibited people skills.
- Ability to communicate (written and verbal) effectively and clearly with all levels of staff, the professional and business communities and the public at large.
- Ability to work independently and as a team player.
- Ability to approach people in a manner which creates harmony and cooperation.
- Ability to maintain professional demeanor and exhibit a high level of confidentiality.
- Ability to grasp software programs and utilized computer aligned hardware.

WORKING CONDITIONS:

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Generally 20 hours per week, requiring flexible schedule as needed.

ACCOUNTABILITY: Reports to Director of Mission Advancement

POSITION LEVEL: N-6

FLSA: Non-Exempt

DATE PREPARED: July 2013

DATE UPDATED: April 2017
February 2019

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Director or: _____ Date: _____

Congregational Leadership