

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Mission Advancement

TITLE: Mission Advancement Office Assistant

GENERAL SUMMARY:

The Mission Advancement 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. Assures confidentiality at all times with issues relating to Sisters, donors, guests and fellow employees with behavior that reflects the Mission of the Sisters of St. Francis.

ESSENTIAL FUNCTIONS:

- Integrates the values of the Sisters of Saint Francis into the management of the Mission Advancement program.
- Processes incoming donations received by mail, online, website and electronic transfer and credit to donor accounts.
- Communicates with the Business Office in reconciling donations for proper fund allocation.
- Retains and updates donor records.
- Communicates address changes to the Communications office.
- Generates donor acknowledgement letters for review and signature of Mission Advancement Director and the Congregational Minister/President.
- Prepares various mailings throughout the year, such as, Give to the Max, Christmas, and Easter.
- Creates monthly mailing lists and other requested reports.
- Works closely with the Sisters in Bogota, Columbia, assisting in uniting students at the school with American sponsors.
- Coordinates monthly communication with the sponsors and maintains all related records.
- 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 Mission Advancement events, e.g. Christmas on the Hill.
- Participates in mission advancement 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	Person Centered Living Philosophy

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

QUALIFICATIONS

- Administrative assistant associate degree or minimum of two years of experience in a professional office or sufficient combination of education and experience required.
- Proficient in Micro Soft Office Suite applications.
- Proficient in technology electronic data processing and database management.
- Knowledge of Results Plus software preferred, but will train.
- Ability to grasp software programs and utilized computer aligned hardware.
- Highly detailed with a critical degree of accuracy.
- 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.
- Knowledge of Spanish language beneficial.

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.
- Sitting for extended periods.
- Extended periods using computer keyboard and mouse.
- Generally 32 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
February 2021

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