



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Executive Assistant

LOCATION: Office of the Assistant Vice President for Institutional Advancement
Initially located at the Flanagan Campus, Lincoln
May be required to travel to other campuses as needed.

REPORTS TO: Assistant Vice President for Institutional Advancement

GRADE: BOG 8

WORK SCHEDULE: 35 hours per week; Non-Standard

JOB SUMMARY:

To assist the Assistant Vice President for Institutional Advancement by organizing and managing the administrative details of the campaign/major gift team and ensuring the successful operation of a comprehensive stewardship program that involves executive, board members and key volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the Associate Vice President and major gift team to develop and implement stewardship strategies that strengthen long-term relationships with major donors
- Assist in organizing a team effort to develop stewardship plans for donors at various recognition levels within the major gift program
- Ensure that details of stewardship plans are compiled and communicated to all involved parties, and that the plan is documented, implemented and included in the moves management system
- Write personal acknowledgment and stewardship letters for signature by executives, board members, and key volunteers
- Collaborate with fundraising staff to develop acknowledgment and recognition procedures for major and leadership gifts that are consistent across audiences
- Identify best practices at other organizations for stewardship planning and operation
- Work in partnership with staff throughout the agency to identify and develop recognition opportunities
- Prepare summaries that serve as background for executive meetings and conversations with major donors

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- As needed, work with the AVP, President's Office and advancement team to arrange cultivation events involving major donors; attend stewardship and cultivation events as needed
- Work with the publications office to ensure consistency among various stewardship materials
- As needed, plan, manage and execute meetings and events that advance donor involvement, cultivation and stewardship for major gifts
- Support a process that prompts major gift solicitors and assists them in maintaining personal contact with major donors and volunteers
- Other related duties as assigned

LICENSES, TOOLS AND EQUIPMENT:

Various office equipment which may include computers and peripheral devices, such as printers and scanners, etc. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

Required:

- High school diploma or equivalency
- Minimum of five years' experience in fundraising or an equivalent client-focused environment
- Self-starter able to manage efficiently in a busy office environment
- Demonstrated skills in writing, organization, and attention to detail
- Prior experience with cultivation and recognition events
- Excellent organization skills, detail oriented
- Excellent written and verbal communication skills
- Collegial, collaborative style
- Highly organized with the ability to prioritize multiple requests
- Good decision-making skills, tactful, good listener, willingness to search out answers, ability to recognize when others need to be involved in activities or decisions
- Creativity, curiosity, sense of humor, high energy level, and an enthusiasm for meeting and working with a wide range of individuals
- Knowledge of principles and techniques relevant to major gift fundraising
- Understanding of individual donor needs and perceptions
- Must have access to and use of own transportation

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description

in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

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