Advancement Initiatives Associate
Advancement

Posted March 10, 2015

Under the supervision of the Associate Vice President for Advancement and the Director of the Capital Fund, this position manages the student phone-a-thon and performs advanced word processing tasks and regular administrative tasks. Communication skills and awareness of university activities and administrative procedures are essential to this position.

Responsibilities:

- Manage or Supervise Phonathon sessions (Monday-Thursday 5:30-8:30pm) and sporadic weekends.
- Review current program and create and execute a new plan to increase impact on overall fundraising focusing on donors and dollars.
- Hire, train and manage 20-30 student callers, including 3-4 student supervisors. Plan weekly supervisor meetings throughout the year, and conduct one-on-one monthly performance reviews with each supervisor and student caller.
- Create and manage a budget for the Phonathon program, ensuring cost effective and appropriate use of the program funds. Includes managing all technical supplies necessary to run the program.
- Provides support for the AVP of Advancement and the AVP for External Relations and the Director of the Capital Fund with occasional support for Regional Directors of Development.
- Designs, types, and edits reports, solicitation documents, databases and prospect management/campaign documents.
- Prepares and maintains confidential information, interacts with staff, faculty, students and all constituent groups for communication and scheduling.
- Produces/prepares correspondence; schedules/manages arrangements for various meetings.
- Completes and processes purchase orders and check requests as necessary.

Qualifications:

- Knowledge and skills at a level normally acquired through the completion of a High School education or equivalency.
- Three years of office experience or training required.
- Some college-level training and/or education is preferred.
- Excellent facility in using Microsoft Office Suite.
- Ability to handle sensitive information and maintain high level of confidentiality.
- Excellent professional verbal and written communication skills.
- Ability to work closely and professionally with others as part of a team.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

Hourly Rate Begins at: $15.05, 37.5 hours per week

Send cover letter and resume electronically to: jobs@capital.edu

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Qualified minorities, women, and persons with disabilities are encouraged to apply.