



## **POSITION DESCRIPTION**

### **Executive Assistant for Advancement and Advancement Events**

#### **Purpose**

The Executive Assistant to the Vice President for Advancement and Advancement Events is responsible for providing high-level administrative, operational, and event-related support to the Office of Advancement at Union Presbyterian Seminary. Under the supervision of the Vice President for Advancement, this position supports strategic initiatives that engage and steward donors, alumni/ae, and friends of the Seminary. The Executive Assistant serves as a central point of coordination for Advancement activities including donor communications, fundraising operations, special events, and internal and external relations. This position plays a vital role in fostering a hospitable and professional Advancement office environment that upholds the Seminary's mission and cultivates relationships rooted in gratitude, generosity, and service.

**Responsibilities and Duties:** These responsibilities include but are not limited to:

#### ***Administrative and Executive Support (50%)***

- Serve as the primary administrative support for the Vice President for Advancement.
- Manage the Vice President's calendar, scheduling appointments, meetings, and travel arrangements with sensitivity to priorities.
- Screen communications and requests directed to the VP, responding or redirecting appropriately.
- Maintain Advancement files and records, including confidential donor records and correspondence.
- Prepare reports, presentations, and meeting materials.
- Take and distribute meeting minutes as needed, ensuring timely follow-up.
- Assist Donor Relations Officers and on advancement coordinated projects.
- Serve as a positive and responsive representative of Advancement in all public-facing interactions.

#### ***Advancement Event Coordination (20%)***

- Coordinate event logistics such as vendor contracts, payments, hospitality, communications, reservations, signage, printed materials, presentations, and technology support.
- Collaborate with the Community and Hospitality Initiatives Coordinator, internal departments, and vendors to ensure events are executed professionally, withing policy, laws, and budget.
- Support pre-event planning and post-event follow-up, including acknowledgments and reporting.

#### ***Fundraising and Donor Relations Support (20%)***

- Maintain, update, and provide appropriate donor and alumni records in the Seminary's constituent database (Raiser's Edge) on behalf of the Vice President.
- Assist with U.S. mail, email, newsletters, and some website updates related to Advancement activities.
- Support stewardship and cultivation efforts through timely communication and hospitality.

- Provide occasional support for on-campus or off-campus events.

### **Office Management and Financial Administration (10%)**

- Manage Advancement office supplies, equipment, mail, and shared calendars.
- Prepare expense reports, reconcile credit card statements, and manage event-related expenses for Vice President and Donor Relations Officers.
- Monitor and report to team on Advancement budgets.
- Maintain organized filing systems and ensure data integrity across platforms.
- Other duties as assigned by the Vice President.

### **Knowledge, Skills, and Personal Characteristics**

#### **Required:**

- Minimum of 3 years of administrative experience in a higher education or nonprofit setting.
- Demonstrated organizational skills with the ability to manage multiple tasks and deadlines.
- Excellent interpersonal and communication skills, both written and verbal.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint).
- Ability to maintain confidentiality and discretion in handling sensitive matters.
- Demonstrated initiative, problem-solving skills, and a strong sense of accountability. (With the frequent absence of the Vice President who works primarily from the Charlotte campus, the ability to exercise sound judgement and follow through on decisions and best practices is essential.)
- High level of emotional intelligence, hospitality, and professional presence.

#### **Preferred:**

- Associate's degree from an accredited school with a bachelor's preferred.
- Experience using donor databases (e.g., Raiser's Edge or similar CRM platforms).
- Familiarity with the Presbyterian Church (U.S.A.) or theological institutions.
- Understanding of donor-centered fundraising principles and communications best practices.
- Experience with web-based platforms.

### **Working Conditions**

- This is a **full-time, in-person, non-exempt** support staff position located on the **Richmond Campus** of Union Presbyterian Seminary.
- Normal working hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.
- Occasional evening and weekend hours are required to support special events.
- Rare travel for Advancement-related meetings and events may be necessary.

#### **To Apply:**

Interested applicants should submit a cover letter, resume, and contact information for three professional references to [Lee.Hinson-Hasty@UPSem.edu](mailto:Lee.Hinson-Hasty@UPSem.edu) Review of applicants will begin immediately and continue until the position is filled.

**Union Presbyterian Seminary is an equal opportunity employer committed to fostering a supportive and inclusive workplace.**