

JOB DESCRIPTION | *United Methodist Higher Education Foundation (Nashville, TN)*

POSITION: Executive Assistant to the President (Full-Time)

SUPERVISORY RELATIONSHIP: Reports directly to the President/CEO

SUMMARY: The Executive Assistant to the President upholds the mission/vision of the United Methodist Higher Education Foundation in providing quality executive support and service for the President/CEO of the Foundation. This position organizes, interprets administrative needs of the office as well as serves as liaison between the President and trustees, officers, donors, and staff as needed/requested.

SKILL REQUIREMENTS:

1. Demonstrates knowledge and experience in administrative management and executive support.
2. A dynamic individual with commitment to the mission and ministry of the United Methodist Higher Education Foundation and a working knowledge of the organization and structure of The United Methodist Church, its agencies, organizations, and institutions.
3. Ability to use discretion, judgment, and initiative as well as keep confidential information.
4. Demonstrates interpersonal skills and ability to communicate effectively and expertly, both written and verbally, with all levels of constituents of the Foundation and The United Methodist Church.
5. Highly proficient with Microsoft Word, Excel, Outlook.
6. Thorough knowledge of Blackbaud Raiser's Edge software preferred.
7. Demonstrate problem solving skills.
8. Commitment to teamwork.
9. Proficiency in consultative and organizational skills and ability to work with staff and outside vendors.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

1. Responsible for a full range of administrative/organizational duties in the office to provide executive support in the following ways:
 - a. Coordinate calendar in consultation with President/CEO
 - b. Schedule appointments with donors, constituents, Board members, as requested
 - c. Professionally handle incoming/outgoing mail, email, and phone calls with discretion
 - d. Communicate directly, and on behalf of the President/CEO, with Board members, donors, Foundation staff, and others
 - e. Draft acknowledgement letters, Board, and other correspondence from President/CEO
 - f. Draft contracts/agreements/proposals in consultation with President/CEO
 - g. Prioritize duties and tasks as needed, handling matters expeditiously, proactively, and following through on projects to successful completion, often with deadline pressures
 - h. Manage special projects and research for the President/CEO as needed
 - i. Maintain, organize, and restock office supplies as needed.
2. Accurately record, acknowledge, and report gifts/donations to Foundation in the following ways:
 - a. Correctly receive and enter gift (check, credit card) details into Raiser's Edge software
 - b. Select, edit, and prepare acknowledgements of gifts
 - c. Prepare bank deposits and coordinate with Controller for accuracy
 - d. Post all transactions from Raiser's Edge to Financial Edge software
 - e. Adhere to policy and procedures for accurate gift transactions as directed by President/CEO and external auditors
3. Serve as database administrator for Blackbaud Raiser's Edge donor software system in the following ways:
 - a. Write custom reports to extract data from software system
 - b. Extract data for bulk mailings in compliance with mailing house regulations
 - c. Extract data for annual report listing of donors
 - d. Assist staff with education/training and efficient use of software

- e. Provide accurate reporting of transactions/fundraising to President/CEO
4. Oversee meeting arrangements for all official Foundation meetings of the Board, committees, and other meetings in consultation with the President/CEO to include:
 - a. Housing, transportation, meals, breaks, and room facility set-up
 - b. Draft and negotiate, under supervision of President/CEO, facility contracts
 - c. Coordinate meeting plans with facility staff
 - d. Serve as on-site coordinator during meetings
5. Provide executive support for Board of Trustee meetings in consultation with the President/CEO in the following ways:
 - a. Travel to meeting location (expenses paid by Foundation)
 - b. Maintain official records of board meetings and bylaws, serving as Foundation archivist
 - c. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board committee matters, including advance distribution of materials and notices
 - d. Serve as recording secretary of Board meetings, Executive Committee meetings, and other committee meetings as needed
6. Provide a wide variety of organizational and operational assistance with large fundraising events/galas from steering committee to execution of event; to include travel when necessary
7. Other duties as assigned.

HOW TO APPLY: Send your resume and cover letter to Bob Fletcher at bfletcher@umhef.org. Salary commensurate with experience; please include salary expectations in cover letter.