

Advancement Office Manager- Portland

Hours: 20 hours/week (.50 FTE)

Accountability: This position will report directly to the Vice President of Advancement (VPA).

Position Summary: Organizes, coordinates and implements the varied administrative functions of the Advancement Office. Also functions as a key person in the implementation of departmental activities.

Essential Duties and Functions:

- Organizes and manages the Advancement Office by answering and directing phone calls and emails, hosting guests, processing mail, and running reports.
- Responsible for all incoming donations through Donorbox Online Portal, Umpqua Bank online, End of Month Payroll Deduction, and checks/cash by mail.
- Records all donations to donor records, sends receipt letters, Donor Advised Funds (DAF) and Individual Retirement Account (IRA) letters, writes notes in donor records for all donations.
- Coordinates with the Business Office on all donations that are received. Sends electronic batch reports on a weekly basis to the President, VP of Advancement, Director of Development, VP of Finance, Accountant, and Business Office on all donations received.
- Performs administrative office work such as information and document processing, maintaining filing systems, record keeping, and managing correspondence. Compiles research data for reports using independent analysis and exercise of judgment.
- When the VPA is off campus, keep regular contact via phone or e-mail, keeping him/her updated regarding pertinent information.
- Coordinates meetings and special events for VPA.
- Will serve on committees or task forces, as assigned by the VPA.
- Performs duties assigned in conjunction with meetings of the seminary's board of trustees, including but not limited to compilation of reports and coordination of meetings.
- Works with the VPA on other projects as needed. Also is responsible for all in-house donors who are not assigned a donor manager. The responsibility includes keeping in touch by phone calls, emails, sending birthday cards, and thanking them for their donations.

Outcomes:

An efficient and well-run office with tasks performed effectively and on time. Positive relationships established with both internal and external constituencies. Tasks are well prioritized. Adequate and

appropriate support is provided to the rest of the Advancement Office, resulting in a well-organized office.

Qualifications:

- Evangelical Christian Commitment and lifestyle consistent with the World Evangelical Alliance's Statement of Faith and the Seminary's governing virtues.
- Education/Experience: High school diploma required; college degree preferred; experience at executive level support strongly preferred.
- Ability and commitment to discern and maintain confidentiality.
- Strong writing skills, editing skills, and proofreading abilities are required. Ability to communicate effectively in written and oral form.
- A strong working knowledge of the Microsoft Office Suite and Excel is required.