Position summary: Provides administrative support for the Senior Director of Gift Planning and the Director of Gift Planning and manages the routine office tasks and activities as an integral member of the team.

Qualifications: Four-year college degree with 1-3 years of administrative support experience and 60-65 wpm word processing is preferable. Some experience in desktop publishing, database entry and event planning is preferable. Requirements include: high level of proficiency in Macintosh computer skills using MS Word and Excel; excellent writing and proofreading skills; orientation to detail. Adaptability in learning, ability to maintain flexibility and organization with multiple simultaneous projects, meet deadlines, and work without close supervision required. Ability to communicate positively with donors and maintain effective working relationships with staff members within context of confidentiality required. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

Responsibilities:
- Provide office and telephone reception.
- Manage and maintain day-to-day office tasks and procedures, including preparing and mailing office correspondence, maintaining events calendar and other appointments as needed, maintaining office records and files, maintaining internal databases, and ordering office supplies.
- Assist in planning and executing donor recognition events, including print materials, mailing, space use reservation and set-up, food service, and RSVP management.
- Proficiently manage office data in the various information databases used and produce reports as needed.
- Process departmental bookkeeping and expense reports.
- Assist in the production and distribution of weekly e-newsletter and other planned giving materials.
- Supervise and train the office’s part-time student workers in successfully completing their delegated tasks.
- Serve as a resource to employees, faculty, staff, students, trustees, parents, guests and community contacts.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, donors and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Perform all other duties as assigned.

Reports to: Senior Director of Gift Planning

WESTMONT COLLEGE