



# WESTMONT

## **Executive Administrative Assistant & Campaign Event Coordinator**

### **Office of College Advancement and Information Technology**

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#### **Position Summary:**

Provides executive administrative support for the Vice President for College Advancement and CIO. Coordinates events and reporting for Advancement's campaign fundraising activities.

#### **Qualifications:**

Requirements include: Bachelor's degree and minimum of five years supporting an executive, preferably in higher education; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; strong administrative, organizational, and office management skills; excellent written and verbal communication skills; ability to draft, edit and proofread documents; ability to relate positively to students, faculty, staff, donors, and the public with grace, professionalism and efficiency; proficiency in MS Office Suite, Salesforce CRM, scheduling software and in maintaining efficient and accurate records; discretion and confidentiality in all activities; ability to manage projects, take initiative, and to proactively solve problems using good judgment and without close supervision; ability to perform tasks accurately and in a timely manner with close attention to detail.

#### **Executive Assistant Responsibilities (80%)**

The executive assistant is a full and vital member of the Advancement department leadership team and therefore works closely with the Vice President and all other members of the leadership team. Duties include:

- Manage the schedule of the Vice President and CIO and coordinate team meetings for Advancement and IT staff including twice yearly off-site meetings.
- Schedule in-person and virtual meetings using various tools e.g., phone, Zoom, and Google.
- Greet visitors to the Office of College Advancement and assist in organizing refreshments, lunches or dinners when needed.
- Organize, prioritize and coordinate multiple projects with the ability to meet deadlines.
- Draft, assist with editing and distribute correspondence, reports, and other documents, ensuring the accuracy of finished work.
- Process requests for reimbursement, payment and journal entries.
- Maintain complete and accurate records (minutes, correspondence, and reports) and ensure all Advancement information is appropriately organized and filed in college approved digital systems.
- Enter and maintain donor data into Salesforce software.
- Assist in the creation and editing of reports for the President and Trustees, including Strategic Planning and other senior reports.
- Facilitate the hosting of alumni, donors and partners to the college.
- Coordinate visits for guests (travel and lodging arrangements and itineraries).
- Communicate clearly and effectively with senior leaders, donors and external partners.
- Work with the Director of College Events to help coordinate events that advance the purposes of the college. This includes serving on the College Events team for large events associated with the Office of the Vice President and the Office of the President.
- Ensure timely progress on projects in the Office of the Vice President with reminders, deadlines and other important dates.
- Make travel arrangements for the Vice President.

## **Campaign Event Coordinator Responsibilities (20%)**

The Campaign Event Coordinator is responsible for the events and reports associated with Westmont fundraising activities during a multiyear campaign. This includes working closely with the Vice President for College Advancement, Major Gifts Office, Gift Planning Office and the College Events Office. Duties include:

- Responsible for the management of external logistics for campaign-related events.
- Facilitate contacting potential donors with invitation information and reminders.
- Support the team responsible for developing messaging materials in support of fundraising.
- Assist in keeping campaign details organized and on schedule in order to ensure a high level of visibility and momentum for all fundraising activities.
- Update and create reports detailing fundraising metrics for quarterly, yearly and overall campaign.

Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering others ideas and perspectives; 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.

- Other duties as assigned

**Reports to:** Vice President for College Advancement/CIO

**06.22**