

Posting
Administrative Assistant, Major Gifts
Full Time Position

Duties and Responsibilities:

Reporting to the Director, Major Gifts the incumbent provides administrative and clerical support for the Director, Major Gifts and the Major Gifts fundraising team.

The duties include, but are not limited to, coordinating the daily schedule, arranging meetings, travel, preparing correspondence, preparing materials for meetings on behalf of the Director, Major Gifts; scanning and filing donor, prospect and faculty communications, prospect management record keeping, providing reports etc.

Additionally, the incumbent would perform general office administration and support for the Major Gifts Fundraising team including updating prospect management records, completing online forms, monitoring deadlines, arranging travel and coordinating professional development.

The incumbent will provide back-up for the Receptionist as well as the Advancement Coordinator during their absences. The incumbent will, from time to time, be involved with special department wide initiatives.

Overtime work is required and is often scheduled with little lead time. Attendance at University Advancement events, which are often held in the evenings, is required.

Qualifications:

The incumbent provides administrative and clerical support for the fundraising efforts of the Director, Major Gifts, including:

- Receives and screens visitors, mail, emails and telephone calls for the Director, Major Gifts, assessing and bringing forward the most urgent matters for immediate attention. The incumbent is contacted directly by senior management, faculty, major donors and prospective donors. The incumbent will take independent action in responding directly when required.
- Manages the Director, Major Gifts' calendar and schedules meetings with senior executive, faculty, donors, and prospective donors. The incumbent also arranges meetings with the Directors and staff of the Department to meet as required.
- The incumbent operates with a high degree of confidentiality and discretion. The incumbent opens and monitors all incoming correspondence (mail, email, faxes) and advises the Director, Major Gifts of potential problems and takes independent action wherever possible. The incumbent drafts correspondence where appropriate, for the Director.

- The incumbent organizes and maintains the filing system (print and electronic) for the Director, Major Gifts, ensuring all documents (hard and soft copies) are in place.
- The incumbent maintains a bring-forward file for the Director, Major Gifts daily schedule and ensures that all priority items are brought forward and dealt with by the Director, Major Gifts.

Education and Experience:

The above is normally acquired through the completion of:

- Minimum of two years post-secondary education; and
- Minimum four years of administrative experience within a fundraising environment.

Salary (with Salary Rate):

\$53,237.00 - \$58,101.00/Year

HR Note:

Carleton University and CUPE 2424 are currently completing a joint job evaluation and pay equity project. The University and the Union are working together to describe the skills, effort, responsibilities and working conditions associated with every CUPE 2424 job, including this one. As a result, the job description that is currently associated with this posting (for recruitment purposes) may be revised to reflect the actual duties captured in the new job descriptions.

By applying for this job, you are acknowledging that the actual duties associated with this job may differ somewhat from those identified in the job posting and that you will agree to perform the duties of this job as determined through the joint job evaluation process.

Equivalencies will be considered. Applicants are encouraged to provide information which may demonstrate equivalent qualifications. Please note that applicants may be required to complete an employment test as part of the selection process for this position. Those applicants that are selected for an interview will be requested to contact the Human Resource Advisor assigned to this competition as soon as possible to discuss any accommodation requirements.

Arrangements will be made to accommodate your request in a timely manner. Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

To apply click on the link below:

<https://bit.ly/3BkNbGm>