

# **Roanoke Higher Education Center Position Description**

Job Title: **Administrative Assistant** (Part Time)  
Date: May 1, 2021  
FLSA Status: Non-Exempt  
Department: RHEC Foundation  
Reports To: Executive Director

## **SUMMARY**

This position provides administrative support to the Foundation President (RHEC Executive Director), Foundation Treasurer (RHEC Director of Finance & Administration) and to members of the Foundation Board with regard to monitoring activities and contributions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Monitor progress of fundraising priorities and financial goals
- Assist the Executive Director in developing criterion for applying for scholarships
- Develop marketing materials, prepare reports, schedule and attend Foundation Board meetings
- Match Board members to potential donors
- Send reminders to Board members for annual giving
- Follow up with assignments between the Board and donor
- Assist Executive Director in making appointments with donors
- Develop and maintain donor profiles and outreach efforts
- Maintain Donor Management System
  - Maintain a current and accurate list of donors
  - Upload credit card receipts for donations in Donor Management System
  - Create thank you letters
  - Generate tax reports
  - Generate monthly reports from Donor Management System to assist with reconciliation
  - Assist in resolving variances between the Sage Accounting and the Donor Management System
  - Generate ad hoc reports from Donor Perfect as needed
- Receive and process donation checks

## **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

## **WORK HOURS**

The incumbent will work a flexible schedule of approximately ten (10) hours per week.

## **EMPLOYMENT CONDITION**

Must have an acceptable criminal background check.

## **JOB KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Requirements:

- Orientation to detail;
- Proficiency with computer applications such as the Microsoft Office Suite, donor management software, social media and internet usage;
- Ability to exercise good judgment in a variety of situations;
- Strong written and verbal communication skills;
- Excellent administrative and organization skills;
- Ability to handle confidential matters with discretion.

## **SUPERVISION**

The Administrative Assistant works under general supervision, but must have the ability to work independently exercising discretion and independent judgment.

## **EDUCATION AND/ OR EXPERIENCE**

- Bachelor's Degree from an accredited college or university.
- At least five (5) years of experience as an administrative assistant.
- Proficiency with Microsoft Office, internet, social media and donor management software.
- Experience in marketing, advertising, public relations or a related communication field.

## **LANGUAGE SKILLS**

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before a variety of stakeholders to include Board members, donors and community leaders.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit: use hands to finger, handle or feel: talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and / or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to moving mechanical parts. The noise level in the work environment is usually moderate.