



*Office Associate II – Institutional Advancement*

<b>Department:</b> Institutional Advancement	<b>Approved Date:</b> 2/4/15
<b>Reports To:</b> Executive Director, Institutional Advancement	<b>Team:</b> President
<b>FLSA Status:</b> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>	<b>Part-time</b> <input type="checkbox"/> <b>Full-time</b> <input checked="" type="checkbox"/>
<b>Compensation/Grade:</b> 6	<b>Employee Group:</b> Support Staff
<b>Contract or Grant Funded:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**Position Summary**

Provide administrative and customer support to donors, FCC Foundation Board of Directors, FCC administration, faculty and staff on behalf of the Office of Institutional Advancement. Manage the daily support operations of the Office of Institutional Advancement.

**Essential Functions**

The following are the functions essential to performing this job:

1. Serve as first contact and resource person for the Office of Institutional Advancement/FCC Foundation, Inc, provide information, assistance, and work independently to trouble shoot and resolve issues.
2. Screen, sort and distribute all mail.
3. Utilize PeopleSoft for procurement related functions, including the monitoring of purchase orders.
4. Administer and update the FCC Foundation Board Member manual and maintain permanent file.
5. Maintain FCC Foundation Inc. permanent files.
6. Record absences of the Office of Institutional Advancement staff and forward leave requests to payroll.
7. Assist with the preparation of quarterly board mailings.
8. Assure adequate supplies and services are available to meet the needs of the Office of Institutional Advancement/FCC Foundation, Inc.
9. Facilitate room preparation for Foundation meetings (quarterly, committee, etc.).
10. Assess operational problems related to the copier, fax machine, and printers and request maintenance as appropriate; collect and report monthly copier count to the leaser and provide the Finance Office with monthly report to complete cost distribution to appropriate departments.
11. Understand and utilize specialized and stand alone software (e.g. Alumnifinder, Raiser’s Edge, ImageNow). Remain current and knowledgeable about new technology and software as it pertains to donor maintenance.
12. Receive donations to the College or the Foundation through cash, checks, stock transfers, and other means.
13. Maintain a donation log according to IRS 501(c) (3) rules.
14. Maintain a high level of confidentiality pertaining to donations to the College and use of funds.
15. Review outgoing material for accuracy, grammar, punctuation, and spelling errors and provide administrative support.
16. Photocopy, fax, scan, and file documents.
17. Prepare correspondence, memorandums, directions, complex and confidential reports and publications.

## ***Office Associate II – Institutional Advancement***

### **Required Minimum Qualifications**

1. Associate degree or other post-secondary credentials
2. Five years of successful administrative or clerical experience

### **Desired Qualifications**

1. Ability to establish and foster relationships with internal staff and external officials and organizations
2. Demonstrated proficiency in the use of computer calendars, word processing, spreadsheet and presentation software, financial systems, relational databases (e.g. Raiser's Edge) and the internet
3. Demonstrated ability to coordinate and manage projects and meet deadlines
4. Outstanding oral and written communication skills and interpersonal skills
5. Demonstrated ability to work independently with minimal supervision
6. Demonstrated ability to complete work successfully in spite of numerous interruptions
7. Demonstrated mastery of proofreading, grammar, punctuation and spelling
8. Demonstrated ability to maintain confidentiality
9. Ability and willingness to adapt to technological and business process changes
10. Presents a professional, positive image that reflects well on the organization
11. Ability to work with a diverse population
12. Demonstrated ability to manage multiple, simultaneous priorities
13. Ability to demonstrate excellent critical thinking and problem solving skills
14. Ability to communicate effectively and appropriately in correspondence, printed materials, and in person
15. Possess a high level of expertise and accuracy in the use of technology, databases, spreadsheets, and use of presentation software
16. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multicultural workplace

***Note: The College reserves the right to change or reassign job duties, or combine positions at any time.***