



Position: **Administrative Assistant for Development**

Position start date: As mutually agreed upon

Job Status: Full-time

**PURPOSE/CHARGE/DELEGATION:**

To provide event, database and office administrative support for the Development Office in fulfilling the goals and objectives of MUHS. Supervision is by the Vice President of Development.

**Skills and Required Experience:**

- 1-3 years of database software experience required. (Experience with Raiser's Edge and One Cause is a plus.)
- Some event planning experience required.
- Administrative experience in a professional environment utilizing Microsoft Word, Excel, Publisher, and Outlook. (Knowledge of Photoshop and/or Illustrator is a plus.)
- Organizational ability to coordinate assignments from six professional staff.
- Ability to communicate effectively with volunteers, donors and staff to promote development efforts.
- Proofreading ability and knowledge of grammar, spelling and punctuation a must.
- Transcription of meetings and interviews as assigned.
- Very organized with great attention to detail.
- Webpage management experience is a plus

**MAJOR DUTIES AND RESPONSIBILITIES:**

**Data Base Management:**

- Assist with database updates, clean-up and other efforts as needed.
- Provide support in generating donor reports as well as other reports as requested.
- Assist with event gift entry and registrations and generate appropriate acknowledgement letters as requested.

**Event Support:**

- Administrative support for events to include, but not limited to, mailings, generating on-line registration forms, reservations, nametags, inquiries and correspondence.
- Manage One Cause database for Auction.
- Item tracking for Auction.
- Point of contact for Auction committee volunteers.
- Assist, as needed, on event days.

**General Administration:**

- Prepare correspondence, and other administrative services as assigned by the Director of Events or the Vice President of Development.
- Prepare and track Development Office purchase orders.
- Inventory, order and print all support collateral needed for mailings.
- Manage and coordinate mailings as well as outlook tasks calendar.
- Manage the online alumni directory accounts, and oversee and update the development and alumni pages of the MUHS website.
- Organize mass communication e-mails.

**General:**

- Welcome and provide assistance to anyone calling or visiting the Development Office.
- Organize projects for work grant students.
- Maintain the school's central donor file.

***Working Environment:*** This position requires occasional weekend and evening hours. It involves frequent bending, lifting and repetitive motion and the use of computers and office equipment.

**How to apply:** If you are interested, please e-mail a letter of interest, résumé and contact list of references to:

Heidi McCormack

3401 W. Wisconsin Avenue, Milwaukee, WI 53208

E-mail: [jobs@muhs.edu](mailto:jobs@muhs.edu) | School Website: <http://www.muhs.edu>