



## **MARQUETTE UNIVERSITY HIGH SCHOOL**

***Job Title: Administrative Assistant – Database Management***

***Job Start Date:***

***Application Closing Date: until filled***

***FLSA Status: Hourly***

### **SUMMARY OF THE POSITION:**

To provide database and office administrative support for the Development Office in fulfilling the goals and objectives of MUHS.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **1. Database Management:**

- Process gifts and record pledges, generate appropriate acknowledgement letters, manage matching gifts, stock gifts, write-offs, monthly employee gifts, electronic fund transfers and online gifts.
- 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.
- Set up templates for gift entry.
- Run queries, reports and mailing lists as requested.
- Generate monthly pledge reminders and memorial notifications to families.

#### **2. General Administration:**

- Administrative support for events to include, but not limited to, mailings, generating online registration forms, reservations, nametags, inquiries, and correspondence.
- Prepare correspondence, and other administrative services as assigned.
- Inventory, order, and print all support collateral needed for mailings.
- Manage and coordinate mailings as well as outlook tasks calendar.
- Organize mass communication emails.
- Welcome and provide assistance to anyone calling or visiting the Development Office.

**QUALIFICATIONS:**

- 1-3 years of database software experience required. (Experience with Raiser's Edge and One Cause is a plus.)
- Some event planning experience is 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 five 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.

**SUPERVISION RECEIVED:**

Supervised by the Vice President of Development.

**TERMS OF EMPLOYMENT:**

Ability to work nights and weekends

**WORKING ENVIRONMENT:**

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

***How to apply:*** If you are interested, please email your cover letter and resume to Sara Christensen, Human Resources Manager, at [christensen@muhs.edu](mailto:christensen@muhs.edu).