Rochester Museum & Science Center

JOB POSTING

Job Title: Administration & Advancement Services Coordinator
Department: Institutional Advancement
Direct Supervisor: Vice President for Institutional Advancement
FLSA Status: Non-Exempt
Full-time/Part-time: Full time
Salary: $18.00/hr
Date Prepared/Revised: July 26, 2021

I. SUMMARY
Provide executive level administrative support to the President & CEO and Vice President for Institutional Advancement and coordinates confidential assignments and projects for the Senior executive team and the Board of Trustees. Key responsibilities are to deliver proactive administrative support including: scheduling and managing calendars for maximum efficiency and effectiveness, prioritizing and resolving conflicts and competing demands; receiving and responding to meeting and other requests; general clerical duties such as scanning, copying, filing, data entry, collecting and organizing mail, ordering supplies; proofreading, answering, and composing routine correspondence, and assisting with creation of presentations; coordinating expense reimbursements and credit card reconciliations; and coordinating travel arrangements. Additional key responsibilities include: providing professional, efficient, and respectful contact and coordination with members of the Board of Trustees, senior administrators, donors, and external partners, assisting with general meeting preparation and follow-up to include creating meeting agendas, drafting minutes for CEO & VP approval, and organizing and scheduling follow-up actions. In addition, this position performs all administrative functions in support of the Institutional Advancement team.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization.

II. RMSC CORE VALUES
• Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

III. ESSENTIAL DUTIES AND RESPONSIBILITIES
• Provide administrative support to the President & CEO and Vice President for Institutional Advancement to include but limited to: screening and directing telephone calls; managing calendars; managing logistics and materials for donor appointments, recording meetings in the donor database, coordinating travel arrangements and conference registrations; processing expense reports; and managing administrative files.
• Support and coordinate all Board of Trustee functions including: Board and Board Committee meetings (scheduling notices, meeting materials, presentations, correspondence, orientation manual, minutes). Send all RMSC communications to the board. Maintain confidentiality of documents and correspondence.
• Accurately process all incoming contributions, membership payments and renewals, and grants, coordinating with finance, guest services, and advancement staff members to ensure alignment and accuracy.
• Work directly with the Finance team each month to reconcile gifts and expenses through the Advancement, Administration, and Guest Services departments.
• As a member of the Institutional Advancement team, actively participate in preparation and execution of signature fundraising events.
• Enter RMSC confidential contact reports into the donor database to reflect donor interactions, event attendance, gift proposals, and stewardship contacts.
• Write, prepare, and log all acknowledgement letters for gifts made to the organization in a timely manner; typically, within 2 business days of receipt of gift.
• In partnership with the Guest Services Coordinator, maintain donor database content, ensuring the integrity and accuracy of donor data including gifts, contact information, deceased information, etc.
• Run daily gift reports and disperse to the Institutional Advancement team, President & CEO, and Director of Finance.
• Generate lists from the donor database for meetings, mailings, invitations, and reports.
• Process and mail monthly membership renewal letters for Corporate Partners and Leadership Level donors and send monthly corporate passes.
• As a member of the Institutional Advancement team, actively participate in all signature fundraising events.
• Other duties as assigned

IV. COMPETENCIES

Informational/Technical:
Appropriate use of the internet and intranet, email, payroll system, phone system, and computer systems. Working knowledge of Altru or other donor database solutions is essential. Knowledge of Google and Microsoft Suites required.

Communication:
Ability to communicate effectively, politely, professionally, and comfortably with all guests and staff. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings. Extremely high proficiency for clear and informative written communication. Ability to read complex written information and also to be able to interpret data from multiple sources.

Decision Making and Reasoning Ability:
Must be dependable, organized, and able to adapt to changing demands and environments; the ability to apply common sense and understanding to carry out instructions delivered in written or verbal form. Ability to maintain confidentiality.

Time Management:
Ability to set priorities and to meet established deadlines without direct supervision. Ability to effectively transition between multiple duties. Ability to take initiative and identify projects in need of completion.

V. QUALIFICATIONS
A Bachelor's degree and 2 years of related experience or Associates degree and 5 years related experience. Experience in donor database management is a plus. Altru experience a plus.

VI. PHYSICAL REQUIREMENTS
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 will be made to support individuals with disabilities.

Must be able to see, hear, speak, and type. Must be able to sit or stand for extended periods of time and occasionally lift up to 20 lbs.

VII. WORK ENVIRONMENT
While performing the duties of this job, the noise level in the work environment is usually quiet. Ability to travel locally for business meetings/functions including occasional overnight travel as job requires.
Please submit your resume & cover letter to: Sue MacDonald, Director of Human Resources at smacdonald@rmsc.org

Deadline to apply: 8/13/2021

Due to the high volume of resumes we receive, no phone calls please.

This job posting reflects management’s assignment of essential functions and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.