

## Position Description

### **Job Definition**

Title: Corporate and Tribal Development Administrative Assistant  
Department: Corporate and Tribal Development Department  
Reports To: Director of Corporate and Tribal Development  
FLSA Status: Full-Time Nonexempt  
Date Modified: November 19, 2009

### **Job Purpose**

Provides administrative support to donors, the Corporate and Tribal Development department, and the Director of Corporate and Tribal Development.

### **Job Context**

This position helps the Fund raise finances to support scholarships by Administering the Corporate and Tribal Development Donor Recognition Plan, assisting with prospect research, serving as a communication liaison with Corporate and Tribal Development donors, administering the matching gift program, and by providing support to the Corporate and Tribal Development Department.

The Fund's values are critical in how the incumbent builds internal and external relationships; fosters team work; and promotes a positive work ethic. The incumbent must utilize Respect and trust to retain and increase donors' support to the Fund and to create positive and productive working relationships with the Fund staff members. The incumbent employs Reciprocity with donors through donor recognition plans expressing the Fund's appreciation for the donors' contributions. The incumbent uses Reasoning for problem solving, research for grant proposals, and correspondence. Responsibility is also important for maintaining batching on a daily basis, responding to donors in a timely manner, and ensuring department projects are completed.

### **Job Responsibilities**

1. Maintains Acknowledgement Program for Corporate and Tribal Development.
  - a. Sends timely acknowledgements of gift commitment.
  - b. Updates acknowledgement letters annually.
  - c. Completes program overview and submits program agreement letters.
2. Reviews Batches.
  - a. Reviews Raiser's Edge data entry batches and replies to data entry team within 24 hours of batch receipt.
  - b. Accurately reviews batches.

- c. Creates scholarship and project funds as necessary for gifts and sends requests to Data Entry and Accounting.
3. Corresponds with Donors.
  - a. Responds to email, written and telephone inquiries from donors in an appropriate timeframe.
  - b. Qualifies inquiries for Corporate and Tribal Development visits.
  - c. Tracks donor communications in Raiser's Edge.
4. Provides administrative support for the Corporate and Tribal Development department.
  - a. Processes travel forms and reimbursement forms.
  - b. Assists with departmental mailings (i.e. holiday cards, annual report, etc.).
  - c. Schedules donor meetings for Director and prepares donor meeting packets/materials for team.
5. Covers the front desk.
  - a. Covers front desk when needed.
6. Edits scholarship reports and the general scholarship disbursement chart.
  - a. Edits scholarship reports.
  - b. Sends scholarship reports to donors within deadlines.
  - c. Uploads reports into Raiser's Edge.
  - d. Maintains the general scholarship disbursement chart working with the Scholarship and Accounting teams to record the correct Fund ID, donation amount, and necessary designation notes.
  - e. Ensures timely submission of general scholarship disbursement chart to scholarship team.
7. Assists with communications and PR.
  - a. Coordinates Corporate and Tribal Development press releases, follows up with Public Education about website posting deadlines, and enters PR information/notes into RE action items.
  - b. Completes Corporate and Tribal Development monthly updates by the 15th of each month.
8. Administers corporate matching gift program.
  - a. Completes all on-line and paper matching gift forms by deadline.
  - b. Ensures compliance with all corporate matching gift programs through submission of requested information.
  - c. Supports fundraising efforts by helping the team increase the number of matching gift corporations.

## Job Requirements

### Competencies

- Strong organizational skills, attention to detail, and follow through
- Ability to effectively multi-task with changing priorities
- Excellent writing, editing and research skills; strong verbal skills
- Ability to use good judgment and to be tactful and discrete
- Working knowledge of Microsoft Office and databases
- Self-motivated as well as deadline and goal-oriented

### Education / Experience / Certification Requirements

High School or GED  
1 year relevant experience.

Preferred Qualifications: Bachelor's degree. Understanding of philanthropy. Understanding of American Indian education, tribal colleges, and scholarships

### Problem Solving

Answers routine questions

### Interpersonal Contacts

Frequent written and verbal communication with Corporate and Tribal Development donors. Access to donor information and, thus, confidentiality is important. Interacts with the Corporate and Tribal Development Team on a daily basis. Consistently works with the COO/CFO, Database Team, Scholarship Team, and Public Education. With specific projects interacts with all the organizations departments.

### Consequences of Error

Rework and Internal Productivity. Work is reviewed. Errors create internal hassle for those who must catch and/or correct the mistakes. Such problems are usually detected by other staff members and rarely create a problem for external constituents. It does however, impact teamwork and create costs through rework and decreased productivity.

### Responsibility for Work of Others

Reviews the work of the Database Team on a daily basis

Direction Received

General supervision. Work is reviewed. Independently performs assignments. Consults supervisor concerning unusual problems and developments.

Essential Physical Requirements

Ability to lift 5- 10 pounds for moving brochures, picking up office supplies in storage, and working with items during special events. Multi-tasking with a variety of different responsibilities. Ability to sit in front of a computer and frequent keyboarding.

Note: This description is intended to capture the uniqueness of the position. It is not intended to be an all-inclusive list of every task the incumbent may be asked to carry out. Other duties may be assigned from time to time that differ from the responsibilities listed here.

Resumes can be sent to:

American Indian College Fund  
Human Resources Department  
8333 Greenwood Boulevard  
Denver, CO 80221  
(303) 426-8900 (Office)  
(303) 426-1200 (Fax)

**or via email: [applications@collegefund.org](mailto:applications@collegefund.org)**