

Job Title	Executive Assistant
PVN ID	QC-1705-001791
Category	Administrative Services
Location	QUEENS COLLEGE
Department	Office of Institutional Advancement
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 26, 2017 (Or Until Filled)

General Description

Queens College is seeking an energetic self-starter for the position of Executive Assistant reporting directly to the VP, Office of Institutional Advancement. Working in a fast paced environment, he/she will be responsible for securing appointments for the President, the VP for Institutional Advancement and other high level staff; managing all follow-up correspondence, writing letters and/or gift proposals, database updates and maintenance and other duties as assigned. Applicants must exhibit professionalism, strong interpersonal skills and the ability to engage with individuals at all levels. Exceptional verbal and written communication skills, pleasant disposition, and strong work ethic are a must.

Other Duties

- Secure high level appointments with alumni and friends of Queens College for the President, VP and other fundraising staff. Maintain VP's calendar.
- Manage follow up correspondence after donor/prospect meetings on behalf of the President and VP.
- Coordinate all materials for the QC Foundation Board meetings.
- Serve as VP's administrative liaison with the QC Foundation Board members, donors, faculty/staff members and others.
- Works closely with the VP to keep her well informed of upcoming commitments and responsibilities, following up appropriately.
- Work closely with Director of Development (DOD) to manage prospect pipeline.
- Maintain Raiser's Edge database records by entering pertinent meeting information on behalf of the staff.
- Manage preparation materials with the DOD for the bi-weekly strategy meetings and take minutes.
- Lead campus tours for high-level prospects/returning alumni.
- Co-staff the DOD, VP and other staff members on visits with potential donors.
- Answer phones.
- Other duties as assigned by VP or Chairman, QC Foundation

Qualifications

Applicants must be proficient in Microsoft Word, Excel and Outlook

Applicants must have a BA degree and at least 5 years' experience working in a fast paced office environment. A cover letter is also required and must state why you would excel in this position.