

<b>Job Title</b>	Executive Assistant
<b>PVN ID</b>	QC-2002-003521
<b>Category</b>	Clerical/Office Services
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 11, 2020 (Or Until Filled)

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## 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 of 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.

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## Other Duties

- Secure high level appointments with alumni and friends of Queens College for the President, VP and other fundraising staff.
- Manage follow up correspondence after donor/prospect meetings on behalf of the President and VP.
- Maintain VP's calendar and answer phones taking accurate, and detailed messages when VP is unavailable.
- Serve as VP's administrative liaison with the Foundation, donors, faculty/staff and others.
- Works closely with the VP to keep her well informed of upcoming commitments and responsibilities, following up appropriately.
- Coordinate and gather all materials, presentations and reports for the Foundation Board meetings.
- Work closely with the Director of Development (DOD) to manage prospect pipeline participating in strategy meetings and following up appropriately.
- Maintain Raiser's Edge database records by entering pertinent information and updates on behalf of the staff.
- Lead campus tours for high-level prospects/returning alumni.
- Manage Alumni lecture series including program management, creative development and coordination.

- Other duties as assigned by VP or Chairman of the Foundation

## Qualifications

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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.