

DIOCESE OF RAPID CITY

JOB DESCRIPTION

TITLE: **Administrative Assistant to the Office of Development**

QUALIFICATIONS: High School Diploma, above average secretarial and computer skills. Three to five years of secretarial and administrative experience. Working knowledge of MS Office Suite, include word, spreadsheets, and database management. High degree of accuracy and must be detail oriented. Demonstrated ability to maintain confidentiality, work with minimum supervision, high degree of independent judgment, working knowledge of basics of Development. An understanding of and respect for the Catholic faith required.

REPORTS TO: Director of Development

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6, Performance Review.

TERMS OF EMPLOYMENT: Administrative

JOB FUNCTION: To perform administrative functions in support of the Development Director. Exhibits confidentiality, flexibility, accountability, and professionalism.

PERFORMANCE RESPONSIBILITIES:

1. Performs all administrative, secretarial and clerical duties of the Development Office.
2. Participates in the development of policies and procedures for the Development Office.
3. Assists in the design, planning, coordination and communication of the annual diocesan appeal and other special appeals.
4. Is responsible for all aspects of planning, execution and follow up for all development fundraising events including all *Terra Sancta* Guild events.
5. Maintains the donor database by updating personal information, pledge information, pledge payments and all other gifts to the diocese.
6. Is responsible for all aspects of automatic electronic pledge payments.

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7. Accurately and in a timely manner, prepares and mails all pledge payment reminders, all gift and pledge acknowledgement and thank you correspondence for the Annual Diocesan Appeal and other special appeals.
8. Balances all cash entries to the donor data base with bank deposits monthly.
9. Prepares and mails acknowledgements and tax receipts for all gifts to the diocese as required.
10. Provides all pertinent information to facilitate the annual financial audit of the diocese.
11. Addresses phone inquiries and requests from donors.
12. Takes notes, transcribes and drafts minutes for the Diocesan Finance Council and other Board meetings.
13. Respects the highly confidential nature of the information and data managed by the Development Office.
14. Maintains a safe and orderly work area.
15. Provides for his/her own spiritual and professional growth.
16. Assists in promoting a positive and hospitable office climate.
17. Speaks positively about the Diocese of Rapid City.
18. Other duties as assigned.