



POSITION INFORMATION

Title: Administrative Assistant, John A. Burns School of Medicine

Division: Development

Full-time, Non-Exempt Status

POSITION SUMMARY

The Administrative Assistant, John A. Burns School of Medicine (“Administrative Assistant”) is responsible for providing administrative support to facilitate the fundraising work of the John A. Burns School of Medicine (“JABSOM”) Development Team fundraising professionals. Key responsibilities include providing development, account management and administrative support.

REPORTS TO

Director of Development, John A. Burns School of Medicine

ESSENTIAL FUNCTIONS

Specific responsibilities and performance expectations include:

Development and Alumni Support

- Works closely with the JABSOM Development Team in achieving fundraising priority setting goals.
- Create and maintain prospect/donor files, as well as other development office files.
- Assist in the planning and execution of unit-based donor and alumni events not directly handled by the UH Foundation Special Events Department or JABSOM Special Events. Identify guest list; prepare, create and send invitations, RSVPs, name tags, and registration materials; staff event; and initiate subsequent follow-up communication and data entry as necessary.
- Enter, maintain and retrieve information from the development database including prospect portfolio and proposal updates for all JABSOM fundraisers.
- Conduct, or obtain from the University of Hawaii Foundation (UHF) Office of Prospect Research and Relationship Management, research on donors and alumni, generate briefings, gift summaries, fundraising reports, prospect and other targeted lists.
- Prepare development correspondence, acknowledgments, proposals and other written materials.
- Assist in coordinating print and electronic appeals.

Account Management

- Serves as an interface and resource between account administrators and JABSOM fundraising professional.
- Develop and maintain positive relationships with account administrators (faculty, staff, and academic leadership) through proactive communication, and providing prompt and accurate service.
- Provide and process information in response to inquiries, concerns and requests about UHF accounts. Assist in opening, revising and closing accounts. Assist in revising existing accounts so account administrators can better utilize the funds.
- Educate account administrators in using UHF financial system.
- Generate reports for account administrators, department chairs, and leadership of JABSOM.
- Coordinate data requests between departments and Data and Technology Services.
- Develop call and in-person meeting cycle with department chairs to discuss UHF account concerns.

Administrative Support

- Responsible for the smooth functioning of the JABSOM Development Office.
- Organize and facilitate meetings; schedule and coordinate dates and times, venues, attendance, agenda, and facilities; and provide administrative support and follow-up on matters arising from meetings.
- Oversee fiscal matters, including gift processing, assisting in preparation of fundraising projections and reports, reimbursement requests, requisitions and purchase orders.
- Coordinate travel schedules, make travel arrangements, and prepare travel briefings.
- Regularly deal with diverse matters requiring a broad knowledge of the UH Foundation's organizational operations and policies necessary to ensure appropriate decision-making protocols are followed.
- Other responsibilities as assigned.

EVALUATION

At the end of each year, the Administrative Assistant and his/her supervisor will review progress toward the essential functions of the position.

QUALIFICATIONS

Minimum of 2 years of progressively responsible experience in an administrative assistant or secretarial capacity in a corporate, educational or non-profit organization, with proven success in the following:

- Professional, self-starter and team player;
- Highly organized, able to multi-task;
- Ability to respond to high pressure situations;
- Special events coordination experience a plus;
- Proficient in Microsoft Office (Word, Excel, Outlook, Powerpoint, mail merge functions) and database and records management;
- Strong written and verbal communications skills;

- Sensitivity to confidential information;
- Acquired a Bachelor's degree, a plus;
- Broad-based knowledge and skills related to advancement and fundraising in higher education, a plus;
- Willing to exemplify and live the values of the UH Foundation (accountability, excellence, integrity, service, teamwork, and trust).

WORKING CONDITIONS

The Administrative Assistant will work primarily in an office environment and will need to sit or stand for extended periods while either working at a computer, attending a meeting, or performing desk work. Based at the University of Hawai'i at Mānoa's John A. Burns School of Medicine, located in Kaka`ako, the position might involve some travel, mostly by auto. Employee must have a valid driver's license and an acceptable driving record. If not, employee must be able to provide an acceptable alternate method of transportation.