

La Jolla Institute for Immunology Job Description

Job Title:	Advancement Assistant	Job Class:	General Administration
Reports To:	Eileen Timken	Pay Grade:	
Department:	Advancement	Status Code:	RFS
FLSA Status:		HR Approved:	
		EVP Approved:	

Job Summary

Under the direct supervision of the Eileen Timken, Advancement Officer (AO) the Advancement Assistant will provide administrative support to the Advancement Department including but not limited to maintaining the prospect and donor records in the CRM database (Salesforce); processing gifts and generating acknowledgements; assisting with revenue reporting and reconciliation; tracking department supplies and expenses; providing support for all annual fundraising efforts and Advancement's events; and executing special projects on an as-needed basis. This position will also directly support the administrative needs of the Chief Advancement Officer (CAO), and the department as a whole.

Because this position functions as part of the Advancement team and will frequently interact with the Institute's President and CEO, Chief Scientific Officer, Faculty as well as the public on the Institute's behalf, this position requires a professional, welcoming demeanor and strict confidentiality.

Essential Duties & Responsibilities

General Administrative Support:

- Supports the CAO with scheduling donor meetings, mailings, meeting material prep, and other strategic projects as needed.
- Handles processing of invoices and check requests from vendors.
- Reconciles the department's credit card statements monthly.
- Maintains department's supply of LJI's marketing materials and general supplies and orders new supplies as needed.
- Catalogues department's outreach materials for reference (i.e. mailings, event invites, etc.).
- Fields general inquiries from the public on behalf of the department as needed.

Data Management:

- Supports projects related to maintaining the integrity of LJI's prospect and donor database (Salesforce).
- Generates ad hoc donor data or financial reports/projects as directed.
- Updates donor and prospect records as directed by Advancement Officers to ensure all gift records are properly coded and documentation of gift and acknowledgement are in Salesforce.
- Helps organize the department server and other systems.
- Stays current on latest technologies and identifies opportunities for improving efficiency or effectiveness in data management.

Stewardship:

- Processes gifts and generates acknowledgements, attaches relevant documents to gift records in Salesforce and assembles and mails acknowledgements in accordance with the department stewardship policy.
- Supports the department in the further development and implementation of LJI's Vanguard Giving Society including but not limited to: sending welcome packets or brochures, reviewing email content, and monitoring recognition lists.

- Sends new donor welcome packets to first time donors according to department stewardship policy to support donor retention.
- Drafts and maintains materials that support cultivation and stewardship efforts including, acknowledgement letters, institute highlights, and research updates by disease area.
- Supports the new donor welcome series.

Events and Outreach:

- Assists the Engagement and Stewardship Officer (ESO) with the execution of Advancement-driven events including but not limited to Life Without Disease Series, Live from the Lab Webinar Series, Board Dinners and Meetings, PGAC Meetings, private tours, and donor and prospect events (i.e. salon events). Events may be in the evenings and on weekends.
- Attends events and assists the ESO with tasks related to setup, check-in, and cleanup.
- Attends Board, PGAC and salon events as appropriate.
- Supports the ESO with event follow-up tasks including but not limited to mailings, solicitations, capturing guest data in the database, prospect research, database coding.
- Works with the ESO to monitor and execute the event welcome series.
- Works with Communications to monitor and execute the new contact welcome series.
- Supports LJI public tours and follow up with donor prospects as needed.

Fundraising:

- Assists the department with the production of annual appeal projects including the generation of mailing lists and email lists and drafting content for both mail and email appeals sent through LJI's email marketing platform Pardot.
- Supports the monthly renewal solicitation program.
- Creates and sends pledge payment reminders as needed.
- Provides monthly revenue reports to Accounting for reconciliation in order to ensure proper coding of gifts and pledges between Salesforce and LJI's General Ledger.
- Supports the department with tasks related to the CFC and other workplace giving campaigns. Maintains the department's online giving platform (Classy) including creating and managing donation pages and email communications as requested. Also monitors the integration between Classy and Salesforce, as well as, other third-party platforms.

Other:

- In addition, the AA shall:
 - Represent the Advancement Department internally as assigned
 - Represent LJI externally as assigned

Leveling Requirements

- Previous administrative support experience, with ability to prioritize, maintain attention to detail, and have a high degree of accuracy.
- Demonstrated experience using personal computers and a wide variety of software for presentations, written communication, data processing, and electronic communication.
- Excellent communication skills, including verbal and written. Ability to write and edit letters and other communications, as needed.
- Exceptional interpersonal skills and the ability to interact in a positive and effective manner with diverse clientele, including donors, senior management, faculty, and other staff using a high degree of tact, diplomacy, and discretion, with an emphasis on flexibility and professionalism.
- Candidates must possess high level of independence and motivation, to maintain confidentiality, and to anticipate problems and needs of the department, taking necessary actions to mitigate potential negative effects and proactively assisting where possible.
- Prior experience with Salesforce preferred.
- BA/BS degree preferred.

Salary Scale: Salary will be determined based on level of experience. The position ranges from \$30,769-\$49,231