Executive Assistant, Development & Database Assistant
Job Description

The Jefferson Scholars Foundation seeks a highly motivated individual to join the Foundation staff as Executive Assistant, Development and Database Assistant. The Foundation’s mission is to benefit the University of Virginia by identifying, attracting, and nurturing individuals of extraordinary intellectual range and depth who possess the highest concomitant qualities of leadership, scholarship, and citizenship.

Position Description:

The Executive Assistant, Development and Database Assistant will be a member of the Foundation's development and data teams. The successful candidate will provide administrative support to the president, director of development, and major gift officers for the fundraising initiatives of the organization. Additionally, the candidate will provide database maintenance, reporting, list management, and data quality control support for the organization. Success in the position will require strong administrative, communication, analytical, processing, interpersonal, and organizational skills with a highly collaborative and collegial approach to working within and across teams.

A Bachelor’s degree is preferred. Two to five years of experience in administrative support or a related field is required. Knowledge of fundraising and working with databases and large data sets is preferred.

Specific Responsibilities:

- Perform executive and administrative support duties, including but not limited to drafting and typing gift correspondence, managing contact records in databases, making copies, preparing binders, answering phone calls, and directing inquiries to the proper team member.
- Prepare development documents, presentations, spreadsheets, and other materials for the president, director of development, and major gift officers.
- Coordinate development benefactor and prospect mailings including list management, production, assembly, and distribution.
- Maintain an electronic filing system and calendar for the development team.
- Serve as a key member of the data maintenance team responsible for data entry, data review and modification, and quality data control with the Foundation’s database tools.
- Perform weekly and monthly data reviews to assure database accuracy and integrity; execute the export, import, and manipulation of large data sets using spreadsheet software.
- Provide backup assistance to other administrative support team members as needed.
- Provide exemplary customer service to internal and external constituencies.
Qualifications:

- Bachelor's degree or equivalent preferred.
- At least two years of experience in a related area such as administrative, analytics, database administration, or market research required.
- Experience working with a fundraising or development organization preferably in a University setting.
- Strong communication skills required, with the ability to prepare and edit flawless executive documents.
- Familiarity with Ellucian’s Advance, Blackbaud’s Raiser’s Edge, and supporting software preferred. A keen grasp of best practices in data management and comfort with dashboards and querying/reporting tools desired.
- Fundamental knowledge of data processing and database management concepts is desired.
- Self-motivated and outcome oriented; excellent planning and organizational skills.
- Ability to self-manage, including managing multiple tasks with a strong attention to detail.
- Effective at working under pressure, meeting deadlines, and functioning in a fast-paced and changeable environment.
- Ability to interact effectively with internal and external personnel and constituents on all levels; effectively use interpersonal skills to maximize productivity and output of internal and external team members.
- Excellent critical thinking, analytical, and project management skills.
- Advanced proficiency in Microsoft Word, Excel, and Outlook (all applicants subject to Microsoft skills testing).
- High level of enthusiasm and desire to learn with a continuous improvement mindset.

The Jefferson Scholars Foundation offers highly competitive salaries, and an excellent comprehensive package of benefits including health, dental, vision, and life insurance, and a generous 401 (k) retirement plan.

How to Apply:
Review of applicants will begin immediately and continue until the position is filled. Please submit a cover letter, resume, and professional references to:

Helen Dwyer
Director, Business Planning & Operations
Jefferson Scholars Foundation
112 Clarke Court
Charlottesville, VA 22903
foundation@jeffersonscholars.org

Electronic submissions are strongly preferred.

*The Jefferson Scholars Foundation is an Equal Opportunity employer.*