

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT:	The Catholic Foundation
POSITION:	Administrative Assistant
CATEGORY:	Non-Exempt – Full Time

SUPERVISOR: Associate Director of Operations, The Catholic Foundation of the Diocese of Sacramento, Inc.

JOB SUMMARY: Provide administrative and clerical support to The Catholic Foundation in general and works under the guidance and direction of the Executive Director and Associate Director of Operations to accomplish the mission of the Foundation.

ESSENTIAL FUNCTIONS:

I. Primary Responsibilities:

- Provide primary department telephone support as it relates to donors, volunteers, parishes and national appeal offices. Direct calls, when appropriate, to other staff. Maintain department's general voice mail. Respond to messages or forward as appropriate. Track incoming calls for the department.
- Receive and open mail for Foundation staff, passing it on to them with background information where appropriate. Maintain the department P.O. Box.
- Process outgoing mail from Foundation staff as needed to donors, volunteers, vendors, etc., by U.S. Postal Service, UPS, or FedEx, as appropriate.
- Prepare correspondence, memos, forms, agreements, and other documents at the direction of Foundation staff.
- Prepare for The Catholic Foundation board and subcommittee meetings and special events; e.g., reserve room or facility; order, purchase, and set up food and drink; prepare agendas, take meeting minutes, and name tents; prepare folders for attendees containing agendas, minutes, and other handouts.
- Provide administrative support for other Catholic Foundation and Finance related meetings as needed.
- Schedule appointments and meetings for the Executive Director as directed.
- Provide support to the Executive Director in other new and continuing fundraising efforts such as Relationship Building Meetings, online giving initiatives, Newman Center projects, etc.
- Assist in quarterly reporting and check mailings to parishes for the Annual Catholic Appeal (ACA), The ONE Campaign (ONE) and other campaigns as needed.
- Prepare Thank You Letter data for the mail house or internal mailing for the ACA, ONE and other campaigns per the established schedule.
- Prepare Special Collection correspondence and materials in support of national and local special collections. Update contact and parish materials needs at the national collections website for each of these special collections.
- Process stock donations by preparing letters to donors with appropriate DTC letter. Maintain a log of pending donations. Alert Merrill Lynch as to possible upcoming stock donations. Alert the Chief Financial Officer (CFO) to pending donations being transferred through diocesan brokers other than Merrill Lynch. Identify donor on stock donations received as needed.
- Maintain administrative, program, parish, and stock files for the department. Prepare binders and other files as requested by Foundation staff.

II. Secondary Responsibilities:

- Prepare invitations and maintain list of RSVPs for other special events, as needed.
- Maintain current priest mailing information with the assistance of other staff in both Raiser’s Edge and in spreadsheet format.
- Assemble invoices received for the department, code and submit for approval.
- Assist processing staff with encoding constituent ID’s and sorting of donor envelopes, as needed.
- Move older files to long-term storage and arrange for file destruction, as needed.
- Order, receive and maintain storage of supplies for the department.
- Work directly with the Post Office, as needed.
- Other duties as assigned.
- This position is also trained to fill in as the front desk receptionist as needed.

MINIMUM QUALIFICATIONS:

Education: High school diploma; some business related college courses helpful.

Experience: Four years of broad, varied, and increasingly responsible clerical and administrative experience.

Skills / Knowledge: Proficiency in computerized word processing (Word); working knowledge of spreadsheet software program (Excel); typing 60 WPM or better; excellent phone skills, working knowledge of modern office practices and equipment; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written forms using correct spelling, grammar, and punctuation; knowledge and understanding of the Catholic Church in general and the Diocese of Sacramento specifically; and ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness, and poise. Fluency in Spanish is desirable, but not required.

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE