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 for The Catholic Foundation board and subcommittee meetings and special events; e.g., reserve room or facility; order, and set up food and drink; and name tents; prepare folders for attendees containing agendas, minutes, and other handouts.
- 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.
- Maintain administrative, program, parish, and stock files for the department. Prepare binders and other files as requested by Foundation staff.

   Gift Processing and Data Entry:
   - Identifies donor designations for a specific fund (ONE, ACA, Parish Campaigns, Catholic Herald and Special Collections).
   - Encodes all envelopes and creates a batch for each deposit.
   - Assembles batches for deposit of checks.
   - Proofs batches and deposits processed by other staff.
   - Sets up one-time gifts, pledges and recurring gifts in The Raiser's Edge (includes check, credit card and EFT forms of payment).
   - Primary processor of gifts submitted online.

   Donor Follow Up:
   - Works under the direction and guidance of the Associate Director of Operations in following up on donations as needed.

- Sends letters to donors whose payments have been declined.
- Provides Data Entry update assistance in The Raiser's Edge.

II.   Secondary Responsibilities:

- Prepare invitations and maintain list of RSVPs for other special events, as needed.
- 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.
- 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.

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SIGNATURE OF EMPLOYEE   DATE

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SIGNATURE OF SUPERVISOR   DATE