

## MIT Position Description

<b>Job Title:</b> Administrative Assistant 3	<b>Position Title:</b> Senior Administrative Assistant, Office of External Relations
<b>Reports to:</b> Assistant Director, Development Operations	<b>% Effort or Weekly Hours:</b> 100%, 40 Hours
<b>Department:</b> MIT Sloan, Office of External Relations, Development	Grade 6, nonexempt

### **Position Overview:**

The Senior Administrative Assistant performs complex and diverse duties supporting the Director of Principal Gifts, the Director of Philanthropic Initiatives, and the Senior Leadership Giving Officer. Anticipate and initiate actions regarding development operations that require in-depth knowledge of the Institute, MIT Sloan, Office of External Relations, and other departments. Additionally, the position proactively performs complex and diverse administrative duties and logistics support and utilizes excellent verbal and written communication skills with an attention to detail that supports reaching development and department goals.

This position works flexible hours related to the team and departmental schedules, including occasional evening and weekend work and a hybrid work schedule with the need to be physically in the office (three days a week).

### **Principal Duties and Responsibilities (Essential Functions):**

#### **Administrative Support (70%)**

- Proactively manages complex and competing calendars for the Director of Principal Gifts, the Director of Philanthropic Initiatives, the Senior Leadership Giving Officer, external visitors, and development meetings
- Develops travel materials and processes travel expenses, domestic and international, for the Director of Principal Gifts, the Director of Philanthropic Initiatives, and the Senior Leadership Giving Officer. Providing detailed itineraries with travel logistics, donor meetings, compiling briefing materials, and coordinating logistics with senior leadership, events, and the travel agency
- Prepares and processes donor gift proposals for the Director of Principal Gifts, the Director of Philanthropic Initiatives, and the Senior Leadership Giving Officer
- Plans and executes Development events, requiring invitations, room reservations, AV, catering, and donor requests
- Produce and distribute briefing materials and itineraries for high-level campus donor visits for development-related appointments
- Collaborates effectively with peers across the Institute to assist the Development team in interfacing with Deans, Faculty, Development Officers, and other key MIT partners
- Provides advanced administrative support for teams in the OER; Administration and Operations, Communications, Donor Engagement, Marketing, and Alumni Experience. Demonstrates an understanding of and work that reflects MIT Sloan's mission and goals of OER.
- Maintains awareness of all active prospect/donor relationships in the Director of Principal Gifts, the Director of Philanthropic Initiatives, and the Senior Leadership Giving Officer portfolios
- Responds to complex inquiries requiring an in-depth understanding of OER team projects and MIT policies/procedures. Ensures questions are addressed and resolved promptly
- Resource for Development Administrative Assistants and new employees to support administrative duties is a backup for the Development Administrative Assistants. Acts as a senior administrative professional representing Development as an Operations Support Team (OST) member.
- Works flexible hours relating to the Director of Principal Gifts, the Director of Philanthropic Initiatives, and the Senior Leadership Giving Officer travel schedules, regarding time zone differences on international trips
- Takes a leadership role in all Development and OER events, including reunion

#### **Data and Reporting (25%)**

- Monitor data and prepare reports around prospect tracking, pipeline management, etc.
- Update solicitation plans and proposals, enter attempted contact, and touch tasks in the Advance alumni database
- Provide supplementary research for development staff from multiple sources for highly complex projects

- Identifies the need for and creates filing systems in SharePoint and monitors efficiency.
- Contributes to strategy on and coordinates projects requiring OER administrative resources

**Other duties as assigned (5%)**

**Supervision Received:**

- Receives supervision from the Assistant Director of OER Development Operations with a dotted line from the Director of Principal Gifts, the Director of Philanthropic Initiatives, and the Senior Leadership Giving Officer

**Supervision Exercised: None**

**Qualifications & Skills:**

*REQUIRED EDUCATION AND EXPERIENCE:*

- High school diploma or equivalent required
- Minimum 5 years of administrative, office, or related experience
- Strong technical skills, including proficiency in the Microsoft Office Suite
- Meticulous attention to detail and organization skills
- Excellent verbal and written communications skills
- High level of confidence and discretion to manage sensitive and confidential matters
- Ability to parse data and information to develop creative, rational solutions
- Ability to think critically and tackle ambiguity and complex problems effectively and efficiently
- Ability to work both independently and as part of a team with minimal supervision
- Willingness to take the initiative to identify problems and complete tasks without requiring instruction or guidance from a supervisor
- Positive and service-oriented
- Comfortable working and able to manage multiple tasks efficiently in a fast-paced and complex environment with shifting priorities
- Resourcefulness and the ability to manage a high volume of work are essential
- Occasional evening and weekend work are required; a hybrid work schedule with the need to be physically in the office (three days a week)

*PREFERRED EDUCATION AND EXPERIENCE:*

- Education: BS/BA preferred
- MIT or Development experience preferred
- Previous experience providing administrative support to a team preferred

***Top Sloan Competencies***

**Contribute**

- Anticipates needs and acts
- Prioritizes own work to align with organization's goals
- Consistently delivers on goals, commitments, and priorities with high standards
- Makes decisions amidst uncertainty, when necessary, sometimes without having all relevant information
- Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
- Adjusts style and approach as appropriate to the needs of the situation

**Collaborate**

- Adjusts priorities in response to pressing and changing stakeholder needs
- Is empowered to manage and follow up on activities and people to achieve goals
- Takes the initiative to support team deliverables
- Works respectfully and effectively across organizational boundaries and hierarchies
- Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in a transparent and timely manner within and outside the school

*\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*