



MIT Position Description

Job Title: Administrative Assistant 3	Position Title: Senior Administrative Assistant, Development - OER
Reports to: Assistant Director, Development	% Effort or Wkly Hrs: 40 hours per week
Department: Leadership Giving, Office of External Relations	

Position Overview:

The Senior Administrative Assistant, Development, is an integral member of the MIT Sloan Development Team. This role provides advanced administrative support to the Executive Director of Development, Director of Philanthropic Initiatives, and the Director of Development. The position performs complex and diverse administrative duties, logistics support, utilizes excellent verbal and written communication skills with an attention to detail that supports reaching development and department goals.

Principal Duties and Responsibilities (Essential Functions**):

65% Administrative Support for Executive Director of Development, Director of Philanthropic Initiatives (International), and the Director of Development

- Proactively and independently schedule diverse and complex appointments, meetings, and travel arrangements, accommodating multiple calendars and competing priorities for the Executive Director of Development, Director of Philanthropic Initiatives, and the Director of Development, including trips in support of the Dean, Senior Faculty, and MIT Sloan Initiative Leaders
- Play an active role in agendas for domestic and international travel and on-campus prospect meetings
- Independently and with minimal supervision, manage confidential communications internally and externally with high-level alumni/donors/prospects, Senior Faculty, and administrative leaders and staff, both within MIT Sloan and MIT at-large
- Produce visit goals for development-related appointments
- Process travel expenses for the Executive Director of Development, Director of Philanthropic Initiatives, and the Director of Development
- Prepare publications and meeting materials for prospect visits
- Review prospect lists with Director of Philanthropic Initiatives

25% Data and Reporting

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

10% Other Duties



- Handle confidential issues regarding prospects, donors, and alumni using discretion and judgment in matters of significance to MIT Sloan and the Office of External Relations
- Develop internal tracking systems related to customized on-campus donor visits to ensure timely and accurate follow-up
- Takes notes at high-level meetings; records, drafts, and distributes (pending approval) minutes from development-related meetings

Supervision Received: The Senior Administrative Assistant, Development will report directly to and receive minimal supervision from the Assistant Director of Development Operations; and report indirectly to the Executive Director of Development, Director of Philanthropic Initiatives, and the Director of Development.

Supervision Exercised: None

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- High school education or equivalent.
- A minimum of five years administrative, office, or related work experience required.
- Proficient with Outlook, Word, Excel, PowerPoint.
- Strong communications (oral and written) skills.
- Proactive and detail-oriented approach to projects.
- Must deal with confidential information and/or issues using discretion and judgment.
- Some evenings and weekends required for events and preparation/assistance.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree preferred.
- Higher education development experience and interest are strongly preferred.
- Experience managing complex calendars and projects for senior staff
- Experience managing domestic and international travel and expenses.
- Ability to analyze, synthesize, and present information.
- Ability to interact well with others, be calm under pressure.
- Ability to meet deadlines and work under tight time constraints while managing and prioritizing multiple projects.
- Respect for equality of opportunity, diversity, and inclusion
- Ability to work independently and as a flexible and friendly team member
- Advance Database and Concur experience strongly preferred.

This position reports to the Cambridge office with some remote days negotiable.

Competencies: Detail-oriented, Strong organizational skills, Problem-solving, Collaborative

*** 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.*