Amherst has taken a leadership role among highly selective liberal arts colleges and universities in successfully diversifying the racial, socio-economic, and geographic profile of its student body. The College is similarly committed to enriching its educational experience and its culture through the diversity of its faculty, administration and staff.

Job Description:

Amherst College invites applications for the Executive Assistant to the Chief Advancement Officer position. The Executive Assistant to the Chief Advancement Officer is a full-time, year-round position, starting at $31/hour, and will be commensurate with experience. Given Amherst's distinction as one of the most diverse liberal arts colleges in the country, the successful candidate will demonstrate the ways in which they bring value to and will work towards supporting a broadly diverse community.

The Executive Assistant to the Chief Advancement Officer provides administrative and logistical support for the Chief Advancement Officer, the Associate Chief Advancement Officer and the Director of Principal Giving Strategy, and, by association, to the president, a diverse set of trustees, top donors, administrators, faculty, alumni, parents and friends who are served by Advancement. Primary point of administrative contact with the Office of the President and the Office of the Board of Trustees and the senior staff for Advancement matters. Tracks and documents activity related to Principal Giving donors, organizes and prepares materials for meetings and committees, including two Board committees. Manages the overall administration and coordination of Advancement meetings and Advancement staff events.

The person in this role is expected to work as part of a collaborative and inclusive team including taking appropriate actions to support a diverse workforce and participating in the College's efforts to create a respectful, inclusive, and welcoming work environment. In addition, all advancement staff members are required to support and staff key events such as Reunion, Homecoming, and Family Weekend. These events may require occasional evening and weekend hours.

This is a critical support role and the nature of this work requires this position to be full time in the office.

Summary of Responsibilities:

Administrative Support to the CAO/ACAO

- Represent Advancement in communications with a diverse audience of internal and external constituents. Ensure that all written and verbal communications are accurate, professional and timely.
- Serve as the primary point of contact for the Office of the CAO; warmly engage, exercise independent judgment, and respond to inquiries with discretion, providing accurate information regarding College policies or decisions.
• Manage a variety of complex tasks with multiple stakeholders in a detail-oriented, professional, confidential, and organized manner.
• Managing competing priorities while still meeting expected deadlines and managing follow up to determine the inquirer's satisfaction with the response.

• Provide strategic and thoughtful management of complex calendars for the CAO/ACAO including scheduling meetings, confirming travel/events, balancing priorities, anticipating needs, and proactively troubleshooting scheduling conflicts with individuals and groups.
• Manage collection and collation of briefing materials for Advancement travel and events- proactively communicating deadlines and ensuring materials and delivered in a timely fashion to the President's Office.
• Manage complex and sensitive situations using tact and diplomacy; initiative to ensure matters requiring attention are handled appropriately and with a problem-solving mindset.
• Ensures the completion of a broad range of administrative tasks for the CAO/ACAO including: proactively managing the calendar, arranging travel, expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings and on-campus activities— including for other campus, trustee and alumni leaders working on behalf of Advancement.

College Relations

• Provides a bridge for smooth communication between Advancement and other departments, including serving as liaison with the President's Office; demonstrates leadership to maintain credibility, trust and support with colleagues across campus.
• Assists the CAO in oversight functions by reviewing, monitoring, and approving forms and reviewing correspondence and documents prepared by other offices for the president's signature.
• Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CAO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response. Ensures trip reports/follow-up from CAO travel and donor or volunteer meetings are completed.
• In collaboration with the CAO, supports the work of the Board of Trustees Committee on Institutional Advancement and Trusteeship Committee. Includes preparing quarterly meeting materials for the trustee committee members.

Principal Gift Prospect Support

• Schedule meetings with a diverse group of donors for the CAO, President, and others on behalf of Advancement.
• Coordinate research, briefing memos from prospect managers and produce other supporting materials for Presidential (or other Senior Administrator or Trustee) trips or events on behalf of Advancement. Proofreads and edits briefing memos before sending to the President, Trustee, Senior Administrator or Host of an event.
• Support the Campaign Co-chairs as the key point of contact, working closely with their assistants to coordinate meetings, travel, conference calls, and acknowledgement requests. Prepare meeting and call materials and record minutes.
• Partner with the Director of Principal Giving Strategy to manage the Chief Advancement Officer’s prospect list including entering contacts, managing trip reports and coding events into the Advancement database.
• Request donor updates and coordinates work with Prospect Development team to seamlessly provide updated information on prospects.
• Expedite requests and inquiries from a diverse set of College staff and faculty, trustees, alumni, parents, friends and key volunteers as needed.

Division Coordination

• Coordinate meetings, office events, Divisional, and other special events including venue selection, catering coordination, and invitation tracking.
• Provide pro-active coordination and agenda preparation for standing meetings, staff meetings, and coordinates with department leaders to track action items in order to ensure timely follow-up and resolution.
• Maintain and update departmental information including organizational charts, job postings and departmental calendars.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

Qualifications:

Required:
• Bachelor's degree, or 7 years of administrative experience in lieu of degree
• 5+ years of related experience
• Ability to work autonomously in a fast paced environment
• Exceptional organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
• Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
• Expert level written and verbal communication skills. Ability to translate and interpret data.
• Demonstrated proactive approaches to problem-solving with strong decision-making capability.
• Emotional maturity and highly resourceful team-player, with the ability to also be effective independently.
• Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment. Forward-looking thinker, who actively seeks opportunities and proposes solutions.
- Commitment to working with diverse communities.

Amherst College offers many opportunities for professional growth and development, continued learning, and career advancement.

**Amherst College requires all employees to be fully vaccinated for COVID-19 (medical and religious exemptions may apply).**

Amherst College is pleased to provide a comprehensive, highly competitive benefits package that meets the needs of staff and faculty and their families. Benefits are an important part of our overall compensation, so it is critical that you review all of the options to ensure it meets your total compensation requirements. Click here for https://www.amherst.edu/offices/human_resources/benefits.

Interested candidates are asked to submit a resume and cover letter online at https://amherst.wd5.myworkdayjobs.com/Amherst_Jobs. Please be sure to upload all requested documents prior to clicking Submit. Applications cannot be revised once submitted. (Current employees and students should apply by clicking on the Career icon from their Workday home screen) Review of applications will begin immediately and will continue until the position is filled.

https://www.amherst.edu/offices/human_resources/JCCRProject1