



# Archdiocese of Newark

## Office of Human Resources

Entering the  
Third Millennium,  
proclaiming in faith and love  
the mission of  
Christ the Redeemer!

### POSITION DESCRIPTION

**Position:** Administrative Assistant  
**Department:** Office of Development and Stewardship  
**Reports To:** Director of Development and Stewardship  
**Classification:** Non-Exempt

#### General Description

The Administrative Assistant primarily supports all operations and initiatives of the development office with emphasis on the Annual Appeal.

#### Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Correspond and speak with all stakeholders
- Work directly with the Director on scheduling meetings which included and are not limited to staff meetings, inter-departmental meetings, donor meetings, advisory council and deanery meetings
- Draft and review letter and email correspondence when assigned
- Assist all department staff with scheduling parish visitations
- Record and distribute minutes of meetings
- Coordinate the gift entries, the filing and the acknowledgements of special gifts separate from the Annual Appeal which include and are not limited to estate gifts, gifts of stock and IRA's
- Field phone call and email inquiries and provide the necessary follow up
- Organize department digital and physical files
- Assist with processing gift exceptions which include but are not limited to failed credit cards and uncleared checks
- Updates parishioner files as needed
- Assist during the Annual Appeal with reviewing acknowledgement letters and files
- Position may require evenings and weekends during peak times or to assist with fundraising events
- Process, record and submit APO's, invoices and department timesheets
- Attend staff meetings
- Obtain ongoing training and professional development
- Other duties as assigned

#### Qualifications/Skills

- Detail oriented
- Desire to work as a "team member"

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- Outstanding organizational/communication/interpersonal skills.
- Ability to adapt to the fluctuating needs of fundraising seasons.
- Ability to prioritize tasks.
- Knowledge of Microsoft Office Suite, especially Word and Excel.
- Knowledge of Raiser's Edge 7.9 a plus.
- Proficiency in Spanish a plus, but not required.

### **Education and/or Experience**

- High School graduate or GED required, bachelor's degree preferred, but not required
- Prior data entry and/or customer service experience preferred.

### **Physical Demands**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires extended periods of sitting and/or standing, using the keyboard, light lifting, and telephone use. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.