

**JOB TITLE: EXECUTIVE ASSISTANT**

Erikson Institute, a graduate school in child development located in downtown Chicago, is seeking to hire an Executive Assistant in the Department of Institutional Advancement, the fundraising division of the Institute. Working under the supervision of the Vice President for Institutional Advancement, this position provides administrative support to the department, with primary support to the Vice President. This position also supports the Vice President for Finance and Operations/CFO.

**ROLES & RESPONSIBILITIES:**

- Provide administrative support in the Department of Institutional Advancement, with primary support to the Vice President.
  - Draft and prepare correspondence;
  - Schedule appointments and manage calendar;
  - Manage calls and questions from donors, trustees and public;
  - Summarize information from meetings; enter information in Raiser's Edge database system;
  - Create progress reports and visual materials to present IA activity and progress;
  - Maintain office standards and policies manual for gift acceptance, handling and stewardship of endowed gifts.
  - Handle confidential information related to trustees, donors, gifts and budget.
- Provide administrative support in the Department of Finance
  - Draft and prepare correspondence;
  - Schedule appointments and manage calendar;
  - Manage calls
  - File correspondence manually and electronically
- Manage projects and create materials for improved communication with trustees
  - Develop annual trustee directory and maintain accurate trustee information in Raiser's Edge database;
  - Organize materials and agenda items for new trustee orientation;
  - Track annual Board communications and prepare calendar reminders.
- Develop and organize departmental budget submission and track expenses.
  - Draft budget working with IA staff members and VP
  - Monitor monthly expenses against budget projections; identify issues and resolve problems
  - Distribute monthly budget information to staff members
- Make arrangements for all Board of Trustees' meetings and subcommittee meetings, including:
  - Work with Vice Presidents, Trustees, and assistants to schedule meeting dates and locations;
  - Maintain annual plan for Board meetings;
  - Prepare agendas and meeting materials; distribute pre-meeting information;
  - Manage post-meeting follow-up, including approval of minutes by Board Secretary;

- Arrange for catering/refreshments; oversee set-up and clean-up;
  - Prepare directional signs and name tents and/or badges;
  - Set-up conference calls;
  - Record and prepare written minutes of meetings when requested.
- Assist with fundraising activities including:
  - Gather & coordinate all support materials for donor/prospect appointments & activities;
  - Coordinate and provide logistical support services for donor site visits;
  - Perform data entry and maintain files & filing systems;
  - Answer and record calls & schedule return calls;
  - Coordinate travel arrangements, including air & ground transportation & prepare detailed itinerary of arrangements;
  - Assist with the review and update of donor and prospects lists.
- Assist with special events
  - Assist with preparation, execution, clean-up and follow-up;
  - Prepare mail merges; print and stuff envelopes;
  - Prepare packages for mailing;
  - Assist with purchase of silent auction display items;
  - Prepare give-away packages for graduates, alumni, and donors.
- Order and maintain office supplies.
- Reconcile corporate credit card expenses for payment and reimbursement; substantiate charges with receipts; prepare expense reports and check requests.
- Deliver departments' incoming mail.
- Prepare packages for outgoing mail or messengers.
- Deliver packages to external key contacts.
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree or equivalent;
- At least three years in a senior administrative position or equivalent;
- Keen attention to detail and accuracy;
- Strong organizational skills;
- Ability to prioritize and multi-task;
- Excellent written and oral communication skills;
- Exhibits professional demeanor and discretion working with confidential donor information;
- Be willing to work in a team environment;
- Have proficiency in Microsoft Word, Excel, Microsoft Outlook, and Powerpoint;
- Some experience using Raiser's Edge (or similar customer database/software) is desired.

**ABOUT ERIKSON**

Founded in 1966, Erikson Institute is one of the nation's leading graduate schools in child development and early childhood education. It is a private, independent, NCA-accredited graduate school offering master's degrees, a Ph.D., graduate certificates, and professional development courses in child development and early childhood education. Erikson provides a variety of employee benefits, including excellent health and dental plans, life/disability insurance, transit stipend, matching retirement contributions, and more. To learn more, visit our Web site at [www.erikson.edu](http://www.erikson.edu).

Erikson Institute is an equal opportunity employer. We consider all applicants for employment without regard to race, color, religion, sex, national origin, ancestry, age, disability, marital status, sexual orientation including gender identity, or any other characteristic protected by law. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws (including during the application or hiring process).

**TO APPLY:**

Please email, fax or mail a cover letter and resume to:

Chief Human Resources Officer

Erikson Institute

451 North LaSalle Street

Chicago, IL 60654

fax: 312.755.0928

email: [jobs@erikson.edu](mailto:jobs@erikson.edu)

***Absolutely NO phone inquiries accepted.***