

Job Title: Executive Assistant
Department: Development
Reports To: Development Manager

FLSA Status: Exempt
Physical Strength: Moderate
Job Status: Regular/Full-time (40 hours/week)

SUMMARY

The Executive Assistant (EA) supports the Abbey Foundation of Oregon Executive Director (ED), the Board of Trustees, the Development Manager (DM) and the major gifts team. The Executive Assistant works to ensure trustees, donors, colleagues, and volunteers receive creative and thoughtful customer service and a compelling experience of the Abbey's mission. Reporting to the DM, the EA supports the meetings and activities of the Abbey Foundation board and its committees, including taking meeting minutes. The EA supports the fundraising team with reports on its activities. The EA supports Mount Angel's donors by finding creative and effective ways to thank them and respond to their needs, and by producing thank you letters and communications for VIP donors. This position requires excellent judgment, discretion and interpersonal communication skills, strong writing skills, database expertise and the ability to collaborate with a team. With the support of colleagues, the Executive Assistant takes an entrepreneurial approach to donor retention, ensuring an outstanding donor experience from the first gift to the donor's enduring legacy at Mount Angel Abbey.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.

Abbey Foundation of Oregon Administration – 25%

- Working with the ED, organizes meetings and activities of the Abbey Foundation of Oregon (AFO) Board of Trustees and committees. Schedules meetings and catering, prepares agendas and meeting packets, takes meeting minutes, handles email correspondence, and organizes board retreats and events. Documents board fundraising and stewardship activities. Updates board materials, rosters and organizational charts. Tracks board recruiting process.

Donor-Centered Fundraising Administration – 35%

- Coordinates projects involving high-end donor events and communications, donor contact and stewardship, along with prospect research and data analysis that support the activities.
- Collaborates with the ED and DM on special projects, including scheduling meetings and donor visits.
- Working with the DM, reports on gift officer activities and results.
- Coordinates special gifts, such as stock and IRA transfers, gifts in kind, etc., composing correspondence and coordinating special cards, mailings and online communications.
- Works closely with gift officers to report to donors on the use of gifts, to arrange meetings between donors and beneficiaries if appropriate, and to help celebrate gifts.
- Handles donor communications (phone, email, mail) in a prompt and courteous manner. Maintains relationships, assists donors with requests and needs.
- Maintains donor confidentiality and ensures volunteer compliance with related policies.
- Collaborates with the Data Services team on data integrity and process efficiency.



Donor Stewardship – 40%

- Working with the ED and DM, coordinates major donor stewardship processes and systems, with donor retention as the key measure of success. Designs and implements stewardship processes and programs for donors at all giving levels and for all purposes
- Focused on \$1,000+ donors, assists with the annual calendar of donor stewardship activities, ensuring meaningful contact and follow-through.
- Oversees all major gift acknowledgments, including receipts, thank you letters, and pledge statements. Works with the Planned Giving Manager to produce endowment reports.
- Posts and processes \$1,000+ major gifts and donations requiring special handling (excluding most event sponsorships), and documents activities in the Raiser's Edge database (fundraising software). Uses Raiser's Edge to run fundraising queries and reports, and prepare donor reports for gift officers.
- Assists with the implementation of group and individual donor recognition plans, including timely acknowledgement and follow-up for all \$1,000+ donors and prospects.
- Manages and coordinates campaign-related donor relations and stewardship.
- Calls donors to thank them personally, as needed.

SUPERVISORY RESPONSIBILITIES

May direct the work of Monks, volunteers or work study students.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain a positive work atmosphere by demonstrating a professional and hospitable demeanor, and acting/communicating in a respectful manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Proven experience in Project Management with ability to identify all necessary project components and processes – from beginning to end – including making timely and thoughtful decisions.
- Strong interpersonal skills and the ability to persuade and excite fundraisers, volunteers, colleagues and friends of the Abbey about its mission.
- Ability to interact professionally with stakeholders and demonstrate good judgement.
- Exceptional organizational abilities and excellent time-management skills. Energetic, self-motivated, flexible and adaptable, with a sense of humor.
- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Demonstrated self-confidence, diplomacy, intellectual curiosity and a passion for building a culture of philanthropy at Mount Angel Abbey.
- Proven excellence in verbal and written communication skills, and a personal commitment to outstanding customer service, including excellent phone etiquette.
- Ability to thrive in a dynamic, culturally diverse, and friendly environment characterized by growth and change.
- Ability to work extended hours as required, including occasional evenings and weekends.
- Ability and willingness to travel occasionally, especially throughout the Portland Metro area and as far south as Eugene.



- Must have working knowledge of the Catholic Church or willingness to learn. An understanding of a Catholic Abbey and Seminary is helpful.
- Regular and predictable attendance is an essential function of the job.

EDUCATION and/or EXPERIENCE

- Bachelor's degree preferred.
- Minimum three years of experience supporting a professional team at a high level.
- Experience working with volunteers and donors in a nonprofit/fundraising environment.
- Experience working with trustees and high-level volunteers in cultivating major gifts.

LANGUAGE SKILLS

Exceptional verbal and written communication skills.

MATHEMATICAL SKILLS

Solid basic math skills.

COMPUTER SKILLS

- Proficiency with Microsoft Word, Excel and PowerPoint required, and online platforms.
- Working knowledge of fundraising databases, preferably Raiser's Edge.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a current, valid Oregon driver's license with a clean driving record in order to be covered on Abbey auto insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Will frequently (several times per week) lift small boxes weighing up to 15 pounds.
- Will occasionally enlist assistance help in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

WORK ENVIRONMENT

Office environment.
