

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Administrative Assistant/Data Specialist

### POSITION OVERVIEW

Under the direction of the Executive Assistant/Annual Appeals Coordinator and working closely with the Development and Alumni Relations staff, this position is responsible for data entry: updating all donors, donations, and related information, as well as providing data in report form to staff. The employee will assist in the standardization and coordination of data entry and mining as well as maintaining the integrity of the Raiser's Edge database. Tasks are normally accomplished within well-defined parameters. Verbal and written communication skills are required for both internal and external contacts. Computer skills are essential. This is a bargaining unit, non-exempt, hourly position.

### DUTIES

- Regular attendance is required.
- Gift entry, acknowledgement, and receipt processing into database.
- Constituent data entry (addresses, relationships, etc.) for all individuals and organizations.
- Assist with the effective and accurate maintenance of data with respect to the donation process in all formats: from constituent and gift data entry of incoming online/offline donations to outgoing receipts, letters and reports.
- Assist with gifts-in-kind data entry, such as books, models, posters, etc. and the organization of in-kind gifts.
- Run accurate memorial and scholarship gift updates for staff to send to family members.
- Contribute to ongoing quality control and data integrity.
- Enter registration for events and maintain event and invitation mailing lists.
- Monitor LinkedIn to update database with up-to-date work information.
- Provide input for and/or produce reports and assist with general analysis of data as it relates to fundraising and donor recognition.
- Provide administrative support to the Advancement/Development Team as needed.
- Perform word processing, spreadsheet development, mail merge documents, and other clerical duties as required.
- Other duties as assigned.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

### SKILLS

- Strong interpersonal, verbal and written communications skill.
- Ability to work with a broad range of personalities.
- Professional, positive, and approachable attitude. Good interpersonal skills.
- Ability to use discretion and diplomacy in dealing with donors, senior staff, Board members and colleagues.
- Ability to process sensitive information and maintain confidentiality.
- Meticulous attention to detail including excellent proofreading and highly accurate data entry.

- Excellent organizational skills, including ability to handle multiple tasks, meet deadlines, and prioritize assignments.
- Ability to demonstrate and encourage the values of collegiality, and respect among supervisors and peers.
- Ability to become familiar and knowledgeable about Academy infrastructure, policies, and procedures.
- Ability to work both independently and as a part of a team.
- Aptitude for internet research.
- Ability and willingness to learn Raiser's Edge Software.

### **QUALIFICATIONS**

- Bachelor's degree preferred.
- Intermediate-to advanced knowledge of Microsoft Office Suite (Word, Excel and PowerPoint) and databases. Experience with Raiser's Edge preferred, but may substitute other relevant database experience.
- High level of typing proficiency and accuracy required.
- Prior experience with non-profit background preferred
- Thorough knowledge of office methods, procedures and practices.
- Thorough knowledge of English grammar, punctuation, and spelling.

### **SPECIAL CONDITIONS**

This position requires a Background Check.

### **WORKING CONDITIONS**

- Sitting/computer keyboard manipulation/computer screen
- Must be able to visually inspect work and generate own work on computer
- Close office setting
- The position will involve evening and weekend work

Maine Maritime Academy Position Factor Evaluation

Job Title: Database - Admin Asst - Advancement Job Code: 1022

Wage Grade: 14 Total Points: 370

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	1	10
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	6	48
5	Working Conditions	2	20
6	Responsibility for External and Internal Relations	5	40

Date of last reclassification review 05/2017