



**MISSION ADVANCEMENT ADMINISTRATIVE SUPPORT**

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Mission Advancement Administrative Support Summary: The incumbent is responsible for day-to-day operations in the Development Office, including assignments, projects and fundraising database management utilizing The Raiser’s Edge.

Accountability: The incumbent will report to the WNY Regional Director of Mission Advancement.

Essential Functions: The incumbent is responsible for the following essential duties/tasks:

**Computer Tasks:**

- Fundraising data base management utilizing The Raiser’s Edge (training provided).
- Inputting and tracking donations and pledges for acknowledgement purposes.
- Completing timely fiscal reports as needed.
- Producing letters and reports using a variety of computer programs, including The Raiser’s Edge and Excel.

**Writing Tasks:**

- Draft and prepare letters, acknowledgements, invitations and meeting notices as needed.
- Take minutes of Development Advisory Council meetings.
- Prepare other written materials as needed.
- Proofread development publications and brochures.

**Administrative Tasks:**

- Maintain good working relationships with administrators, co-workers, benefactors, sisters and suppliers.
- Help to recruit, supervise and retain effective volunteers – lay persons and sisters.
- Design office forms and procedures.
- Oversee and help prepare all mailings, including bulk rate mailings.
- Assist with all special events, including but not limited to, Food & Wine Tasting, Spaghetti Dinner, Benefactor Recognition events, memorial dedications, etc.
- Help ensure all efforts directly reflect the image, mission and integrity of the sisters.
- Comply with the Fleet Safety Plan.

Non-essential Functions:

- Perform other related duties as assigned, requested, or directed.
- Participate in fire drills, disaster drills, safety related programs, and in-service training

How Often Performed:

	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	<b>N/A</b>
Essential Functions			✓	
Non-essential Functions		✓		



Community Conformance:

In the performance of their respective responsibilities and duties all employees are expected to conform to the following:

- Bring attitudes and competences with you to benefit the Community, your fellow employees, and the people of God to whom and with whom the Sisters minister
- Adapt your style to reflect the Community's culture and philosophy (to reverently nurture and care for our neighbors)
- Perform quality work with or without direct supervision
- Interact professionally with The Sisters, management, other employees, customers and suppliers
- Work both independently, while understanding the necessity for communicating and coordinating work efforts with other employees and organizations, and effectively as a team contributor
- Foster an environment where each person finds both meaning and pride in the work they accomplish.

Your presence and your work will directly assist the Sisters in their Community, residences, and ministries.

Knowledge, Skills & Abilities:

Education: Bachelors or Associates Degree.

Experience: The incumbent must have experience with fundraising databases; experience with The Raiser's Edge is especially desirable. Must be a competent professional possessing initiative, sound judgment, and the ability to manage multiple projects and volunteers. Good organizational and management skills are a necessity. Strong computer and writing skills are a must.

Contacts: The incumbent will have contact with administrators, co-workers, sisters, benefactors and suppliers, and is expected to relate well with persons on all levels.

Work Environment/Physical Activity:

Working Conditions: Normal and very pleasant office environment within a religious community in a beautiful park setting in Williamsville.

Culture Environment: The house of a religious congregation.

Equipment Used: Office equipment, computers, fax, photocopier, & peripheral equipment

Software Used: Microsoft Office Products and The Raiser's Edge

Physical Demands: Usually moderate, but may be stressful at certain times.



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Nature of Activity:

	Occasionally	Frequently	Continuously	N/A
Travel	✓			
Driving	✓			
Prolonged Sitting		✓		
Prolonged Standing/Walking		✓		
Finger/Hand Manipulation			✓	
Prolonged PC Monitor Use			✓	
Climbing, Crawling, Pushing, Pulling, Lifting (up to 30) lbs	✓			

Position: Part Time I

Work Hours: 20 hours/week (Includes two 15-minute paid breaks and a half-hour unpaid lunch break only when work full 8 hour shift per Employee Handbook)

Benefit Eligible: No (All full-time employees are benefit eligible; all part-time employees who work a regularly scheduled 24+ hours per week are also benefit eligible.)

Critical features of this job are described herein. They are intended to describe the general nature of the position and the level of work required and are not meant to be an exhaustive list of all responsibilities, duties and skills required. They may be subject to change due to reasonable accommodation or other reasons. Nothing in this job description restricts the Communities' or management's right to assign or reassign duties and responsibilities to this job at any time.

**ACKNOWLEDGEMENT**

I have read this job description and fully understand the requirements set forth therein. I acknowledge that I have been afforded an opportunity to ask questions. I hereby accept this and agree to perform the identified essential functions in a safe manner and in accordance with the Community's established procedures.

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Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

**This job description does not constitute a contract for employment.**

**Please forward a resume by E-mail (preferable), fax, or regular mail to:**

The Sisters of St. Francis of the Neumann Communities  
201 Reist Street  
Williamsville, NY 14221  
Attn: Human Resources Office

Human Resources Office:  
Phone: (716) 632-2155 x 540  
Fax: (716) 632-0339  
Email: [mvisser@sosf.org](mailto:mvisser@sosf.org)