

PURPOSE

The Administrative Assistant facilitates the efficient operation of the Kappa Kappa Gamma Foundation by performing a variety of clerical and administrative tasks.

DUTIES/RESPONSIBILITIES

- Retrieve information as requested from records, email, minutes, and other related documents. Prepare written summaries of data when needed.
- Respond to and resolve administrative inquiries and questions.
- Coordinate and schedule travel, meetings, and appointments.
- Work as the liaison with the front desk, Foundation, and Finance Department for daily mailed gifts.
- Serve as the point person for Kappa's philanthropic initiatives and assist with processing other gifts and printing acknowledgment letters.
- Complete database entries, including cultivation notes.
- Assist Foundation staff with various duties in support of fundraising activities.
- Provide donor cultivation and stewardship support through birthday cards, first-time donor packets, scholarship reports, and parent campaign support.
- Cross-train on managing the Rose McGill Grant program and oversee Kappa's Rose McGill Holiday Program.
- Assist with miscellaneous research projects.
- Provide support for the front desk when needed.
- Work from Kappa Headquarters in Dublin, Ohio, at least three days a week regularly and up to five days a week during very high-volume times (typically a few weeks a year). The employee can work from home two days a week in lower-volume times.
- Support diversity, equity and inclusion efforts.
- Perform other duties as assigned.

REQUIRED SKILLS

- Excellent organizational skills and attention to detail are a must.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Experience using database programs.
- Proficiency in Microsoft Office Suite or related software
- Ability to work independently.

EDUCATION AND EXPERIENCE

- Bachelor's degree in a related field is preferred.
- Three to five years of experience in an administrative role is preferred.

Kappa Kappa Gamma is committed to building and maintaining a workplace that reflects human diversity and is committed to equal opportunity and eliminating discrimination and harassment.