

UNIVERSITY OF DALLAS

Job Number: 12236UD

Executive Assistant

Date Posted: April 28, 2022

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Executive Assistant to support the Vice President for Advancement at the University of Dallas. This individual will manage the administrative, operational, and organizational support for the Vice President, focusing on prospect engagement of key institutional prospects. Additional duties include administrative support for the Office of Advancement with constituent engagement, solicitation, and stewardship. The ideal candidate will be a creative self-starter, possess outstanding interpersonal skills, exhibit flexible humility, and have an in-depth understanding of the University, its mission, vision and values, and various programs and initiatives. Regularly works with information of the most sensitive, highly confidential, strategic, and critical nature in support of the advancement executive team.

PRIMARY RESPONSIBILITIES

- Provide and manage administrative, operational, and organizational support for the Vice President and Office of Advancement.
- Assist the Vice President with managing a portfolio of key institutional prospects and donors. This includes inputting contact reports into the donor database, providing briefings, and reporting on progress to goals.
- Prepare correspondence, proposals, and communications for the Vice President, as needed.
- Manage, coordinate, or support projects and meetings as assigned.
- Attends and supports events with the Vice President.
- Organize meetings, and provide logistical support for various Advancement events.
- Work with the Stewardship Officer to manage President/Vice President stewardship, ensuring thank yous, follow-ups, and outreach is done in a timely and effective manner.
- Build reports on progress, goals, and other data as needed for various presentations and board meetings.
- Other duties as assigned to ensure the efficient and effective operation of the Office of Advancement.

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MINIMUM REQUIREMENTS

- Bachelor's degree and three years of high-profile professional experience.
- Excellent written and verbal communication.
- Excellent problem-solving and decision making.
- Excellent Organizational Skills.
- Experience with research and writing for different audiences.
- Ability to handle sensitive and confidential information.
- Ability to effectively organize and prioritize work, manage multiple tasks while exercising attention to detail.
- Proficient with Microsoft Office products.

PREFERRED QUALIFICATIONS

- Experience in senior support roles in Advancement, Higher Education, or Non-profit preferred.

ADDITIONAL INFORMATION

- This position may require working extended work hours, including evenings and weekends, as necessary, to support the Vice President.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.