



Catholic Missioners Serving Rural America Since 1939

4119 Glenmary Trace, Fairfield OH 4514

www.glenmary.org | info@glenmary.org | 513 874-8900

ADMINISTRATIVE ASSISTANT - DEVELOPMENT

Glenmary Home Missioners, a Catholic Society of priests and brothers, serves the spiritual and material needs of people in rural areas of the United States through social outreach, establishment of Catholic churches, and a connection with God.

Position Available: Administrative Assistant for the Development Department at its Fairfield, OH headquarters.

Classification: Full Time, Non-Exempt (37.5 hours/week)

The Administrative Assistant provides detailed and confidential administrative, secretarial and/or clerical assistance to the Director of Development and members of the Development Department and others within the organization. Responsibilities include:

- Day-to-day administrative and clerical functions for the Development Department, including correspondence, filing, inquiries, financial reporting, general departmental operations, etc.
- Maintenance of donor records and preparation of acknowledgment letters for planned gifts and non-cash donations.
- Primary administrator for Charitable Gift Annuities – prepares and sends sample calculations; prepares and sends annuity contracts; maintains annuitant records; processes tax accounting for deceased annuitants; works closely with Finance Department to resolve/reconcile issues with an annuity contract.
- Organization of annual budget process for Development and Communications Departments.
- Assistance with planning and implementation of donor and community events.
- Front desk back-up.
- Other work-related duties or responsibilities as assigned by the Development Director.

A successful candidate will have the following qualifications:

- Bachelor's degree or 3+ years of related experience working in an administrative assistant role required. Experience in a fundraising environment preferred.
- Advanced proficiency in Microsoft Office (Outlook, Word, Excel, Publisher, and PowerPoint) Experience with Raisers Edge a plus.
- Ability to communicate effectively and professionally to a variety of people, both internally and externally.
- Customer service, team-oriented approach.
- Familiarity with the Catholic Church a plus.
- In general, 37.5 hours/week (M-F). Flexible hours as dictated by the needs of business for occasional special projects and events.

Qualified candidates should submit their cover letter and resume by 6/17/24 to: ccarpenter@glenmary.org Thank you for your interest in Glenmary Home Missioners!