

ANNOUNCEMENT OF VACANCY

**The Research Foundation of the
State University of New York
at the SUNY College of Environmental Science and Forestry**
1 Forestry Drive, Syracuse, New York 13210-2778

August 27, 2021

Title: Senior Administrative Assistant

Unit: Offices of Development and ESF College Foundation

Salary Range: high \$40s – low \$50s DOQ, excellent benefits

Function and Scope: Reports to Assistant Vice President of Development/ Executive Director ESF College Foundation

Working under general direction, the position coordinates the administrative function of the development office, supports eight professional staff and works in concert with three administrative/clerical staff. The position follows established practices and procedures in a confidential manner to perform a variety of complex tasks as described below.

Brief Description of Duties:

- Establishes and maintains office procedures, including oversight of gift documentation process for legal and accounting purposes
- Advises and assists supervisor in organizing, scheduling, and administering work operations and procedure creation
- Assists in gathering and organizing data for managerial decisions
- Fields inquiries via phone, email, mail and in-person from philanthropic donors, Foundation Board members, campus representatives and others. Answers routine questions and determines appropriate referrals to other staff based on the nature of the inquiry
- Coordinates office equipment, space and materials. Works with staff to analyze needs, researches options, coordinates ordering, maintains inventory and property control records
- Serves as office technology expert, maintains a strong working knowledge of all relevant software utilized by department, makes software recommendations, supports staff with technology training and troubleshooting
- Compiles office budget for supervisor approval, processes payment requisitions and monitors expenditures
- Assists with deposit process for donation checks
- Maintains centralized office calendar, schedules meetings, and assists with communications and logistics for off-campus visitors
- Trains new staff in office and campus procedures and disseminates policy and procedure updates
- Coordinates services from internal and external vendors for production of print and digital donor communications. Responsible for production of in-office created donor communication print materials
- Utilizes CRM database to produce weekly donation acknowledgement letters for IRS tax documentation
- Assist with the execution of annual calendar of donor cultivation, stewardship and fundraising events.

Required Qualifications: 5 years of progressive administrative experience. Knowledge of the principles of management and strong literacy, customer service, numeracy, computer and problem-solving skills. Ability to work independently and multitask while providing a high level of attention to detail.

Date to Be Filled: As soon as possible after application deadline

Application Deadline: Although applications will be accepted until the position is filled, candidates should submit their application by **September 24, 2021** to assure optimal consideration.

Application Procedure: Employment application is required to be submitted on-line at <http://www.esf.edu/hr/> Attach cover letter, resume and contact information for three employment references.

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site: <http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF Tobacco Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

The Research Foundation is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.