



**Administrative Assistant II (full-time, 35 hours/week)  
University Advancement (CUA Fund)  
Position 102072**

**Position Summary:** The Division of University Advancement provides leadership in two significant ways that supports the university in fulfilling her mission, aims and goals. The first and primary focus is the engagement of her alumni, parents, students and friends, while the second focus is raising philanthropic support from these constituents. Both foci are necessary, critical and interdependent. The result then is a stronger university that is positioned to fulfill her annual and on-going priorities. The purpose of this position is primarily to assist The Fund for Catholic University team in meeting annual goals. Responsible for budget and The Fund for Catholic University reporting.

**Essential Responsibilities Include:** Compile, analyze, maintain and report data that provides updates annually, quarterly and monthly reports of The Fund for Catholic University that relate to analysis of trends, tracking and other key issues that contribute to reaching stated annual goals; identifies new reports to provide additional analysis for improving the performance of the CUA Fund; provides such to the Director and the overall The Fund for Catholic University team on established dates. Plans, coordinates, manages and provides analysis of annual giving projects including but not limited to annual surveys for non-donors, LYBUNTS and other selected groups of alumni for whom the department wishes to learn more information. Track and review all mailing data (segment, cost, revenues, etc.) and work with The Fund for Catholic University team for updates and corrections as established. Provide the administrative support for The Fund for Catholic University team including but not limited to iModules and Raiser's Edge; assist in training of new employees in The Fund for Catholic University in these areas. Review and manage the departmental budget and serves as the liaison to other departments and the Executive Assistant to the VP and AVP regarding matters related to purchasing and finance; monitors expenditures and encumbrances against the organizational budget and researches and resolves discrepancies and completes monthly reconciliations.

Manages the tracking of solicitation codes and provides analysis on regular basis of the results thereof; provides longitudinal overview and perspective of various solicitation codes and their effectiveness. Monitor, maintain and review the annual calendar of all solicitations on monthly basis; further maintains staff travel and related activities to the department, once established; provides overview on regular basis to the Director and The Fund for Catholic University team for consideration.

**Minimum Qualifications:** A Bachelor's Degree and at least two (2) years of administrative support experience. Experience in an advancement/development environment is strongly preferred. Experience and comfort with various data-base systems. Must be proficient with Microsoft Office suite. Ability to utilize internet for research and travel. Required training in Raiser's Edge and PeopleSoft. Detail oriented with the ability to handle multiple tasks and prioritize workload. Must be service oriented with very good communication skills, both written and oral.

**MUST BE SELF-MOTIVATED** and able to adeptly handle assignments with independent initiative and minimal supervision.

**How to apply:** forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position 102072 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

**THE CATHOLIC UNIVERSITY OF AMERICA**

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