

Job Description

Job Title:	Executive Assistant
Department:	Office of Advancement
Reports To:	Associate Vice-President, Advancement Strategy
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	August 2017

Primary Purpose

Reporting to the Associate Vice-President (AVP), Advancement Strategy, the Executive Assistant (EA) provides confidential executive support and project coordination towards the priorities of the AVP, the Faculty relationships, and the goals of the Major and Principal Gifts Programs. The EA is expected to have an excellent understanding of priorities and issues affecting the major and principal gifts efforts of the university and the Advancement strategies of the President, VP Advancement and AVP Advancement Strategy respectively.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Advisory

- Provide advice, critical analysis and reporting to the AVP, Advancement Strategy, the Principal Gifts Team and internal/external stakeholders on issues impacting the university's major and principal gift activities and the achievement of the AVP's priorities
- Facilitate the work of the Principal Gifts Team by identifying linkages and emerging issues and opportunities between portfolios – especially between the VP's Office and the Faculty Director's offices and the systems/processes/programs that support the priorities of the AVP

Administrative Support and Coordination

- Acts as the first point of contact for the AVP, responding to inquiries, redirecting and/or forwarding issues to the AVP where appropriate. Coordinates the complex schedule of the AVP and all meeting and travel arrangements; manages all incoming and outgoing mail (including email) much involving sensitive and confidential issues.
- Drafting, designing and preparing daily correspondence, presentations and reports for distribution, analysis and departmental use.
- Provides administrative support to various committee meetings, including scheduling meetings and/or conference calls, following up on action items, developing agendas and the production and distribution of minutes and required materials.
- Prepares the AVP, VP, Advancement and President for meetings and events with briefing material
- Organizes and manages the AVP's network of contacts (alumni, donors, volunteers, suppliers, faculty members etc)
- Implements administrative systems and structure for the AVP, including work processes and procedures
- Responsible for records and financial information management within the AVP and Major and Principal Gifts team in accordance with University records management and retention policies, guidelines and legislated requirements

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<ul style="list-style-type: none">Track project and advancement deliverables (reports, filing etc) ensuring deadlines are communicated and met
<p>Offices of the President and VP, Advancement</p> <ul style="list-style-type: none">The success of Major and Principal Gifts at the University of Waterloo is contingent upon great working relationships and effective/efficient information flow between the offices of the President, VP Advancement and AVP Advancement Strategy. The Executive Assistant plays a critical role in liaising with the respective office staff and ensuring timely information flow on matters of importance to Advancement activities.Responsibilities include:Develop highly effective, trust-based relationships with staff in the offices of the President and VP AdvancementEngage regularly with staff in the President's Office and the VP Advancement's Office in collaboration with the Principal Gifts Development CoordinatorEnsure the systems are in place to manage and coordinate scheduling and contact information within and across the various officesEstablish and develop protocols to facilitate efficient and secure information flowEnsure that information related to meetings (pre-meeting and post meetings) and projects are efficiently provided and transferred between the respective offices
<p>University Relations</p> <ul style="list-style-type: none">Works closely/effectively with the Advancement Communications team to ensure compliance with university approved communications plansMonitors and informs the AVP about functions internal/external to the University that require the input and/or involvement of the Advancement Strategy portfolioEnsures that all events attended by the AVP are coordinated with other Executive Assistants at the university and that take full advantage of profiling and donor development opportunities
<p>International Administration</p> <ul style="list-style-type: none">Liaises with satellite offices (eg. Hong Kong) on matters pertaining to Advancement StrategyOrganizes the AVP's international travel plans and organizes and books meetings in discussion with AVP's direct reports and other institutional stakeholders
<p>Relationship Management</p> <ul style="list-style-type: none">Develop and maintain effective relationships with key internal departments and units within the Office of Advancement and across campusDevelop and maintain effective relationships with key stakeholders including but not limited to: Major and Principal Gifts donors, Board of Governors, President's Office staff, Faculty members and Deans, Faculty Directors of Advancement, Advancement colleagues, alumni volunteers, students, regional, national and international business, academic and related advancement stakeholder communities

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

<p>Education</p> <ul style="list-style-type: none">A university degree in business administration, communication, or finance fields preferred or equivalent education and/or experience
<p>Experience</p> <ul style="list-style-type: none">At least 8 years of professional experience providing administrative, business process and financial assistance to a senior role of a similar institution or corporation

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- Proven ability to build strong relationships and influence individuals at all levels of an organization, as well as external constituents.
- Demonstrated ability to work independently, with ambiguity and thrive in a fast-paced, entrepreneurial environment
- Strong organizational and analytical skills in the gathering and manipulation of data
- Superior technological skills along with excellent organizational skills and ability to manage complex detailed work

Knowledge/Skills/Abilities

- Strong initiative, proactive and highly resourceful.
- Superb organizational skills with a demonstrated ability to effectively set priorities, identify problems, and recommend appropriate solutions.
- Demonstrated experience performing research and preparing briefs and summaries.
- Proven ability to work independently and effectively manage complex competing priorities while maintaining a high degree of accuracy and quality.
- Superior attention to detail.
- Collaborative team player comfortable executing and taking constructive input from multiple sources
- High level of maturity and empathy; highly developed interpersonal and influencing capabilities
- Knowledge of the University's policies, procedures and operating requirements, and the academic culture on campus
- Familiarity with University governance systems

Nature and Scope

- **Contacts:** Internally, the Executive Assistant communicates with multiple departments and at all levels to work within the priorities of the Advancement Strategy portfolio. Externally, this position will have significant contact with key external stakeholders and will act on behalf of the AVP, Advancement Strategy, Advancement and the University of Waterloo.
- **Level of Responsibility:** This position has defined specialized and routine tasks and receives specific guidance. The role requires the incumbent to provide functional direction to volunteers from time to time. This position manages a university-wide process that is specialized but has no direct reports; provides support to the AVP, Advancement Strategy on a range of administrative matters, and handles complex and sensitive situations with minimal supervision.
- **Decision-Making Authority:** The Executive Assistant makes decisions regarding scheduling and travel on behalf of the AVP, and handles inquiries ensuring that only critical issues are escalated to the AVP, Advancement Strategy. This position can make independent decisions and works collaboratively with the offices of the VP Advancement, Deans and their Faculty Advancement units. Makes independent event-based decisions on timing, location based upon knowing the objectives and constituents associated with the event here on campus and elsewhere around the world. The incumbent makes regular information-based decisions using sound judgement and the collaboration of other team members. Acts under the supervision of the AVP, Advancement Strategy or his/her designate. Involved in decisions relating to the administration and financial reporting of the AVP and Major and Principal Gifts team, including changes to systems and work processes.
- **Physical and Sensory Demands:** Minimal to medium demands typical of an open office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an administrative support position, exposed to typical stress and pressure associated with supporting senior level management.