

Position Description

Title:	Administrative Assistant
Department:	Advancement; Media and Communications
Reports To:	Vice President for Advancement and Vice President for Media and Communications
Supervises:	n/a
Internal Contacts:	Faculty, Staff, and Students
External Contacts:	Select suppliers of goods and services to Advancement department and Media and Communications department; other external contacts as required
Employment Status:	Full-time; Non-exempt

Domains:

The position reports to and works closely with the Vice President for Advancement and the Vice President for Media and Communications in supporting the administrative needs and day-to-day operations of their respective offices.

General (for Advancement & Media and Communications)

- Provides general administrative support by managing the schedules of the Vice President for Advancement and the Vice President for Media and Communications (“the VPs”); answers and routes phone calls; maintains contact lists for each of the VPs.
- Greets visitors and escorts them to meetings with the VPs.
- Schedules, plans, and manages meetings and special events for the VPs by managing invitations, creating agendas, taking notes, making reservations and/or ordering catering and rentals, creating and maintaining guest lists, and responding to RSVPs.
- Writes and proofreads correspondences.
- Assists with the maintenance and organization of files and records in various databases.
- Submits invoices; maintains organized records of the expenditures of the VPs and their respective departments.
- Maintains and monitors the budgets of the VPs’ respective departments.
- Reconciles the VPs’ credit card statements and expenses.
- Tracks Advancement and Media and Communications staff vacation days; sends updates to staff (staff out of the office due to vacation/personal days or doctor appointments), and manages departmental personnel calendars.
- Submits time sheets to payroll (student workers and part-time staff).
- Ensures operation of office equipment; contacts Facilities and Information Technology for requests and repairs as needed.
- Anticipates and maintains office supply needs; orders new supplies from the mailroom.
- Manages office subscriptions.
- Performs other duties as assigned.

Office of Advancement

- Produces acknowledgment letters and ensures that all contributions are acknowledged in a timely fashion.
- Tracks named college and precollege scholarship recipients' materials; merges and prepares notification letters to scholarship donors.
- Assembles grant proposal packets, and helps prepare Advancement mailings and presentations to prospective and current donors, including PowerPoint presentations.
- Takes RSVPs and tracks attendance at events for the Virtuoso Society patron program and the Bravo Society membership program. Assists at donor events by greeting, checking in guests, etc.
- Conducts research on donor prospects, and creates donor profiles and briefings before special events as needed.
- Organizes, picks up, delivers, and distributes mail on a daily basis.
- Enters gifts in the Raiser's Edge database management system, and assists with other aspects of gift processing, including preparing Daily Gift Reports.
- Updates Raiser's Edge donor records with essential information, including acknowledgment and award letters, address changes, etc.
- Submits timesheets for work-study students, and manages their assignments.

Specific to Media and Communications

- Manages advertising purchases with vendors; tracks advertising artwork deadlines and liaises with Design Office to ensure timely submissions; tracks advertising schedule internally, and produces ongoing reports as needed.
- Tracks and curates press clippings generated by and relevant to MSM.
- Tracks internal "success stories" email list, and creates bi-weekly distribution packages of highlights to disseminate to Community.
- Assists the department in responding and managing inquiries from Faculty and Staff.
- Manages and maintains the School's email marketing lists.

Job Requirements:

- An undergraduate degree and at least one to three years of administrative work experience are required, preferably for non-profit institutions or in higher education
- Knowledge of the Microsoft Office suite, especially Word and Excel, as it relates to administrative functions, is also required
- Knowledge of Raiser's Edge NXT or similar database management software is highly desired
- Ability to work on a defined schedule in a fast-paced, deadline-driven environment
- Strong interpersonal, communication, and organizational skills, as well as financial acumen
- Demonstrated ability to coordinate tasks and communications among various departments
- Ability to complete work in a timely manner
- Professional and ethical work behavior with ability to maintain the highest level of confidentiality
- Excellent customer service skills
- Interest in music and music education is a plus

Contact Information:

Send letter of application and résumé including three references to:

Jeff Breithaupt
Vice President for Media and Communications
jbreithaupt@msmny.edu

No phone calls, please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.