

Dominican Sisters of St. Cecilia Congregation

Administrative Assistant to the Director of Development

Dominican Sisters of St. Cecilia Congregation are seeking qualified candidates for the position of Administrative Assistant to the Director of Development at its Congregation Mission Advancement Office in Nashville, Tennessee. This is a full-time position. Under the guidance of the Director of Advancement, the office supports the mission advancement efforts of the Congregation on behalf of the Prioress General.

PRIMARY RESPONSIBILITIES

- Perform administrative duties to assist the Director of Development with all aspects of the Congregation's Mission Advancement programs.
- Assist both the Director of Development and Database Administrator with donor database management, list management, meetings, events and mailings.

This position requires high attention to detail and the ability to handle sensitive and confidential information as well as the ability to work independently with minimal supervision.

EDUCATION AND EXPERIENCE

- High school diploma required; some college and/or bachelor's degree preferred and/or equivalent work experience with 5 years of experience in a similar position that demonstrates the required knowledge and abilities.
- Advanced understanding of and experience utilizing a donor database program, preferably Blackbaud's Raiser's Edge or another similar program.
- Proficiency in the use of Microsoft Office (Word, Excel, Outlook, and Power Point). Working knowledge of Constant Contact preferred.

OTHER SKILLS OR REQUIREMENTS

- A keen appreciation and understanding of the Dominican Sisters of St. Cecilia Congregation's mission, and the willingness to commit to its philosophy and goals.
- Knowledge and experience with special events production, preferably in the nonprofit sector.
- Ability to communicate clearly, accurately and effectively with high-level donors, executives and staff, verbally and in writing.
- The flexibility to work evenings and weekends as needed for special events.
- Current Tennessee driver's license and state-required insurance.

This position includes a competitive salary, based upon qualifications and experience, and an excellent benefits package.

Interested candidates should email a cover letter with resume and salary history to D. Paige Matthews, CFRE, at pmatthews@op-tn.org