UNIVERSITY OF WISCONSIN – SUPERIOR
POSITION DESCRIPTION
Operations Program Associate

Working Title: University Advancement Operations Associate
Office Location: Old Main 237
Reports to: Vice Chancellor for University Advancement
Appointment: University Staff, hourly nonexempt, 100%

Position Summary:
Responsible for administrative functions for the Vice Chancellor for University Advancement (VCUA) and office management for the Office of University Advancement. This position will work efficiently and collaboratively with the Foundation Board of Directors and Alumni Association Board of Directors. This position requires independent judgment, decision-making, and a high level of confidentiality.

Duties and Responsibilities:
- Office management functions for the University Advancement Office to include inquiries via telephone, correspondence and face-to-face contacts
- Develop office policies, procedures and guidelines to improve administrative and operating efficiencies
- Schedule internal, external, and national appointments for the VCUA and Development Officers
- Make travel arrangements for the University Advancement office staff and assist in the preparation of staff expense reports
- Assist Board of Directors with travel arrangements and hotel accommodations in advance of meetings, and prepare travel expense reports when necessary
- Manage the relationship with the department’s planned giving vendor, proof and approve all planned giving correspondence
- Assist with departmental event management and coordination
- Attend and assist with events when necessary
- Assist in the management of the University/Foundation scholarship program
- Organize, disseminate, and assist in the creation of board documents and meeting materials for Foundation and Alumni Association Boards
- Electronically manage and archive all board materials for historical purposes, keeping in compliance with a 501(c)3 organization and for IRS purposes
- Coordinate and attend Foundation Board meetings in person or via phone/video conference, record, prepare, and archive meeting minutes
- Perform other duties as assigned

Knowledge, Skills and Abilities:
- Ability to be highly detailed, energetic, creative and engaging
- Knowledge of computer programs and willingness to learn and be an efficient user of current fundraising software
- Ability to communicate professionally and effectively, in writing, verbally, and interpersonally, with a diverse population of donors/prospects, students, parents, faculty, staff and others
- Ability to work a flexible schedule to include evenings and weekends
- Ability to work with confidential and sensitive information and records
- Ability to commit to the highest ethical standards
- Ability to effectively work within a team-oriented environment
• Ability to manage interactions to support the organization and effectively exchange information with stakeholders

**Required Qualifications:**
• Minimum of two years’ experience working in an administrative office role
• Strong technology skills including Microsoft Office Suite

**Desired Qualifications:**
• Experience working in higher education fundraising
• Knowledge of Blackbaud’s Raiser’s Edge or other Customer Relationship Management (CRM) software