



Executive Assistant and Office Manager

Reports to: Chief Operating Officer

Supervisory Duties: Administrative Staff

Job Requirements: Previous Administrative and Office Management Experience

Oversight Responsibilities: Telephone, Administrative, Front Desk, Reception, and General Office Support

Time Requirements: 40 hours per week, Monday through Friday

DESCRIPTION OF DUTIES

- Provide administrative support for the Executive Director and other Directors
 - Coordinate the onboarding and offboarding of employees including office moves, employee IDs/registration, etc.
 - Assist with answering phone calls and distributing calls in a timely and efficient manner
 - Respond clearly and concisely to inquiries regarding basic VAF information, events, giving levels and benefits, donor accounts, etc.
 - Greet visitors for the Foundation and Sports Promotions
 - Stay informed at all times on the details of special events, athletic contests, etc.
 - Assist with donor stewardship for events including post-season, one-off, and other special events
 - Assist with daily mail processing, preparation of check bank deposits, and cash deposits
 - Assist with the scanning of check batch(es) to the bank
 - Assist with the processing of gifts paid by check or cash
 - Assist with the updating of Paciolan accounts from reports, returned mail, deceased lists, and credit card and deposit batches
 - Assist with the coordination of VAF Board meetings
 - Assist with the responsibilities of other administrative staff in their absence
- Other projects or assignments as needed throughout the year

KNOWLEDGE, SKILLS, AND ABILITIES

- Enthusiasm for Virginia Athletics
- Enjoy interacting with people by phone and in person
- Provides excellent customer service

- Positive attitude and professional appearance
- Exceptional organizational skills
- Strong multi-tasking skills
- Ability to meet deadlines and work with others
- Excellent computer knowledge and skills
- Ability to learn new computer programs quickly
- Strong written and verbal communication skills
- Respect for sensitive and confidential information
- Attention to detail
- Punctual and dependable

The Virginia Athletics Foundation offers a flexible and hybrid workplace. All team members must have access to and maintain a secure home office environment with high-speed internet service and work collaboratively with others using a variety of technologies and tools. Depending on the type of position and work performed, or as deemed by manager, some positions may be required to work intermittently in a shared office space located in Charlottesville, Virginia.

Committed to attracting and retaining a diverse staff, the Virginia Athletics Foundation honors your experiences, perspectives and unique identity. Together, we strive to create and maintain working environments that are inclusive, equitable and welcoming so we can best achieve our mission of supporting our broadly diverse donors, teams, and networks of engaged alumni, parents, and friends of the UVA Athletics.