

Business/Administrative Associate

Northeastern offers a rewarding working environment for our students and employees. Our faculty and staff are smart, dedicated people who work to create an excellent urban university experience for bright and motivated students.

Job Summary:

The Business Administrative Associate (BAA) will function as the chief executive assistant to the Vice President for Institutional Advancement and lead technician for gift entry and reconciliation. In this capacity, the Associate will report 50% to the Vice President for Institutional Advancement and 50% to the Business Manager for the Northeastern Illinois University Foundation. The position will execute office administrative and budget functions on behalf of Institutional Advancement, will manage the Vice President's calendar, and will coordinate communications and logistical matters concerning the NEIU Foundation Board. The Associate will also function as the primary technician for charitable gift entry and reporting for the Northeastern Illinois University Foundation.

Job Description:

- Manage communications, prepare reports and manage office functions for Institutional Advancement and the NEIU Foundation. Specific responsibilities include but are not limited to coordination/management of meetings and support for events, development and management of business correspondences including preparation of materials, timelines, and reports for Institutional Advancement and NEIU Foundation activities. The BAA will prepare communications materials for the Vice President including memos, letters, e-mails, Foundation Board meeting materials, and other projects as assigned and will manage administrative functions of the budget for Institutional Advancement including coordination of purchasing and human resources materials. Manage the Vice President's calendar and travel schedule including event and meeting planning, itinerary creation, Raiser's Edge constituent information, expense reports and Raiser's Edge call reports.
- Serves as Recording Secretary for the NEIU Foundation, including preparing meeting minutes, managing calendar of Board meetings, preparing reports for the Executive Director, communicating with and on behalf of Board Members, maintaining Foundation Board intranet and drafting official Foundation documents.
- The BAA will process all incoming requisitions and donations with an attention to detail and understanding of accounting principles, while performing necessary clerical and accounting tasks. The Associate will manage data entry and execute report queries using Advancement's accounting and relational software and will update and maintain the CRM (Blackbaud platforms including Raiser's Edge and Financial Edge), reviewing review daily and monthly statements for incoming donations. The Associate will provide reconciliation for departmental funds and trace/audit transactions.
- The Associate will work with the NEIU Foundation Business Manager with respect to documents required by Foundation's external auditors, external investment consultant, and/or external bank accounts.

- Administer Foundation functions such as web presence and webpage/communications maintenance; Administer Student Travel Awards, including communicating with the University Community to solicit applications, coordinate approval process and make payment arrangements.
- Perform other duties as assigned.

Minimal Qualifications:

1. Bachelor's degree in business administration, management, or a field related to the position.
2. Two (2) years of professional business, financial, and/or managerial work experience.

(NOTE: A Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year (12 months) of work experience.)

3. Based on position requirements, additional education, training, and/or work experience in an area of specialization inherent to the position may be required.

Departmental Preferences:

The incumbent will demonstrate excellent oral and written communication skills, problem solving tactics, attention to detail, and self-starting acumen. Proficiency in Microsoft Office. Familiarity with Blackbaud products such as Raiser's Edge and Financial Edge is preferred. Candidate must have a minimum of 2-3 years of work experience in a high production office department. Higher education and/or nonprofit experience preferred.

(This position requires a background check.)

Salary: \$65,000

Benefits: Generous time off plan, including 13 Holidays, 5 Paid days of administrative closure during campus December break, 25 Vacation days, 12 days of Sick leave earned per year, Education tuition waiver of up to 18 credit hours annually, Onsite Child Care Center & Campus Recreation. Comprehensive benefits package including health, dental, and vision benefits, and participation in the State Universities Retirement System.

Hours: Monday through Friday, 8:30 a.m. – 4:30 p.m. (Hours may vary depending on departmental needs)

Northeastern Illinois University is an Equal Opportunity/Affirmative Action employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as other qualified individuals. Northeastern Illinois University's positions are contingent upon the University's receipt of its State of Illinois appropriation.