



Executive Assistant to CUF Executive Leadership Team

About the Clemson University Foundation (CUF)

CUF seeks financial support through annual gifts, capital campaigns, planned giving and other ongoing fund-raising programs. CUF manages and disburses assets prudently within a policy that encourages the enhancement of the resources of the Foundation.

Position Description

Job Department: Executive Assistant I
Reports to: Executive Leadership Team: CFO, CTO and AVP of Operations
Job Location: Clemson, South Carolina – Hybrid/On-Site Work Schedule
Minimum Education: Bachelor’s Degree – BA or BS
Work Schedule: Standard Hours – 37.5/week
Expected Salary Range: (\$50,000 - \$65,000)

To apply: Email a cover letter and resume to CUFHR@clemson.edu.

Position Summary

Provides complex administrative and executive support for the CFO, CTO and AVP of Operations including meeting coordination, calendar management, and various reporting duties/projects. Coordinates Board of Directors communications, meeting logistics/materials, and assist with minute dissemination for committee and full board meetings. Other duties as assigned.

Job Duties

ADMINISTRATIVE AND EXECUTIVE SUPPORT – 50%

Provides primary administrative support role for CFO, CTO, and AVP for Operations, the positions which serve in these roles for the Clemson University Foundation (CUF), and the two real estate foundations - the Clemson University Real Estate Foundation (CUREF) and the Clemson University Land Stewardship Foundation (CULSF). This includes scheduling and meeting management, communication coordination with key constituent groups, and other high level administrative support. Responsible for file management and record retention. Deals professionally and with discretion of all confidential information serving the foundation.

BOARD COORDINATION AND SUPPORT – 30%

At the direction of senior leadership is responsible for communications with the Board of Directors, coordination of meetings and materials, including those for new member orientation. Responsible for assisting the Board Assistant Secretary and Board Secretary in memorializing minutes for committee and full board meetings. Ensures board materials and actions are properly filed as a part of official records.

REPORTING AND PROJECTS – 20%

Responsible for maintaining records and reporting travel and related expenses on behalf of the CFO, CTO, and AVP for Operations in compliance with policies and procedures. Assists in prioritizing daily workflow and handles items not needing direct attention of assigned executives. Assigned various projects on an as needed basis including support with presentations and other documents and working and coordinating with others in CUF and university advancement and development staff.

Requisite Knowledge

Administration and Office Management - Knowledge of business principles involved in resource allocation and collaboration with people and resources to perform tasks such as making directed office purchases, processing travel, handling receipts, and travel reimbursements.

Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, maintaining and updating database and spreadsheet records, transcription, designing forms, and other office procedures and terminology.

Basic Skills

Organization - Must be able to organize, plan, and prioritize their own work with multiple projects and needs moving in tandem. This work requires a high attention to detail and precision work, particularly as it pertains to Executive Leadership Team administrative support and coordination.

Communication - Must be able to communicate with foundation stakeholders and constituent groups, and other university affiliates and administrators. Must be able to handle confidential materials and communications with discretion and integrity. This role will coordinate with others across the Foundation and within Clemson University.

Self-Management - The work varies from structured to unstructured. The employee will be asked to self-manage administrative tasks and duties and think outside of the box to offer solutions.

Computer Skills– Must have a strong working knowledge of basic office software to include but not limited to Microsoft Outlook, Microsoft Word and Excel, and Adobe products.

Additional Preferred Skills - Working knowledge of fundraising database systems, including Blackbaud CRM. Knowledge of document and board management systems such as Smartsheets and OnBoard.

To apply: Email a cover letter and resume to CUFHR@clemson.edu.

Equal Employment Opportunity Statement: Clemson University Foundation is an Equal Employment Opportunity employer. We make every effort to provide fair and equal treatment based on merit in all our employment decisions, including but not limited to decisions concerning hiring, retention, promotions, working conditions, compensation, benefits, training, and all other privileges, terms, and conditions of employment. We pledge to treat all employees fairly without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, pregnancy, national origin, age, disability, genetics, military or veteran status, or any other characteristic protected by applicable law.