



## **JOB DESCRIPTION**

**Job Title:** Staff Assistant II

**Ragon Institute Title:** Development Coordinator

**Job Code:** 000636

**Salary Plan:** 67

**Direct Supervisor:** Executive Director for Strategic Initiatives

**Salary Range:**

**Minimum degree and field of knowledge:** High school diploma or equivalent; BS/BA preferred

**Years experience required:** 3+

**Employing Hospital and Department:** MGH/Ragon Institute of MGH, MIT, and Harvard

The Ragon Institute of MGH, MIT and Harvard seeks to establish a model of scientific collaboration that links clinical, translational, and basic science to tackle the greatest global health challenges related to infectious disease research. We are a results-oriented group of highly motivated scientists from the field of immunology, virology, genetics, vaccinology, and technology development. At every level, we value intelligence, teamwork, dedication and creativity, and we're always looking for people with those skills who thrive in teams and dynamic environments.

### **Summary:**

Reporting to the Executive Director, under minimal supervision, coordinate the activity of a busy Development/Fundraising office within the Ragon Institute. Manage the flow of work in an office dedicated to the coordination and direction of the fundraising strategy for the solicitation of gifts from principal gift and major gift prospects. Anticipate and initiate actions regarding office operations in philanthropic partnerships across the Institute. Directly support the Executive Director and collaborate with colleagues on projects, as needed.

### **Job Responsibilities:**

- Independently work with multiple constituencies to schedule meetings, and communicate and share information. Manage calendar for the Executive Director. Includes scheduling of complex appointments and review of calendars on a regular basis with supervisor to ensure proper meeting preparation and schedule flow.
- Make domestic and international travel arrangements for the Executive Director and senior officers, including scheduling appointments and securing transportation and hotel reservations. Prepare and distribute itineraries to appropriate staff. Obtain travel advances and prepare expense vouchers according to Institute time frames and guidelines.
- Make arrangements for visits by donors and prospective donors to the Ragon Institute, securing meals and transportation and participating in other planning logistics for such visits.

- Independently respond to multiple, complex requests in a fast-paced, deadline driven environment with strong attention to detail and accuracy.
- Manage project-management database, and coordinate invitational mailings and some dinners/events. Will have contact with volunteers, donors and prospective donors, faculty, at all levels of the Institute, including many from outside the United States.
- Prepare Institute forms such as requisitions, vouchers, and requests for payment. Will have limited signatory authority. Keep records of budgetary and purchasing transactions.
- Assist with correspondence and memoranda and route copies as required. Independently reply to correspondence when appropriate.
- Coordinate or assist in departmental projects as necessary.

### **Qualifications:**

- High school diploma or equivalent; BS/BA preferred
- 3+ years experience working in a busy office supporting high-level administrators or executives.
- Wide ranging knowledge of office procedures required
- Ability to independently organize, prioritize, and carry out detailed procedures in a busy office setting with minimal supervision
- Initiative, curiosity, resourcefulness, and ability to manage a high volume of work are essential for success
- Must exhibit tact and mature judgment in handling confidential information
- Excellent interpersonal skills required; as are proficient writing, editing, and proofreading skills
- Experience with Macintosh computers and Microsoft Word and FileMaker software (or other event database platforms) desired
- Expertise with e-mail and electronic calendars required
- Project management experience, organizational skills and a flexible approach to the working environment essential
- Experience in an office that operates globally is a plus
- Fluency in Spanish is a plus