

# Administrative Assistant

Revised August 2011

- Reports to:** Development Director
- Supervises:** Office volunteers
- Qualifications:** Computer proficiency in Microsoft products (Excel, Word, PowerPoint, Outlook), the Internet, general office equipment (phone, fax, copiers); Ability to communicate verbally and in writing in a clear, professional and timely manner;  
Self-motivated, ability to manage time and multiple projects  
Experience with non-profit organization functions.

**Job Summary:** Responsible for supporting the Development Director and other management team members with tasks associated with managing the daily functions of the organization. These duties will include, but are not limited to, answering phones, greeting the public, filing, photocopying, faxing and other administrative tasks related to the position.

## Responsibilities:

- Sort mail and route to appropriate staff.
- Receive and compile donations received from direct mail and other fundraising campaigns. Record donations timely in the donor database. Prepare and mail thank you letters for all financial gifts. Extract, prepare and analyze donor files for direct mail vendors, the Executive Director, the Board of Directors, and others.
- Maintain files for all grants including deadlines, letters of inquiry, applications, thank you letters and other correspondence with grantors, etc.
- Maintain database for newsletter recipients
- Assist with preparation of newsletter and e-news blast
- Process all bulk mail, from labeling to mailing
- Answer and route all phone calls to appropriate staff
- General administrative tasks such as filing, photocopying, faxing...etc.
- Assist with special event and fundraising planning and coordination as necessary

**The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.**