

Job Title: Administrative Assistant Level II	Reports To: Executive Director
Revision Date: 8 February 2012	

Position Overview

This is a full-time position that provides administrative and donor support to the Executive Director.

Essential Job Functions

- Assistant to the Executive Director
 - Schedule visits with individual donors, churches and any other potential donors
 - Keep track of the Executive Directors schedule
 - Schedule meetings either in or out of the office
 - Make confirmation calls for meetings
 - Preparing and set up of the Board Meetings and any other meetings as necessary
 - Forms, statistics, or information regarding the Mission for any appointment scheduled
 - Develop PowerPoint presentations for various meetings
 - Draft and proof letters for Executive Director correspondence
 - Other Administrative functions as needed
- Grant Request Maintenance
 - Maintain grant process including invoicing, reporting and filing of grant documents
- Human Resource Maintenance
 - Maintain Hiring Documents
 - Maintain Personnel Files including but not limited to worker's compensation and unemployment files
- Event Support for Executive Director
 - Call individuals, organizations, churches and businesses
 - Prepare correspondence and follow-up materials
 - Track all donor activities for Executive Director
 - Participate in special events planning and implementation
- Donor Relations
 - Sign Thank you letters that are \$249 and below (personal note on each one)
 - Sign Memorial thank you letters and Family Memorial letters
 - Maintain an annual case load of donors
 - Call the donors and thank them
 - Run reports on donors (amounts of donations, increases/decreases, top donors etc.) for the Executive Director as requested
 - Make 45-60 calls per day with donors
 - Schedule donor appointments (weekly) for field representatives

- Prepare donor packets of information for various meetings

Requirements

- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization.
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, Access, PowerPoint)
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Must be willing to be an ambassador to the community sharing the mission story and opportunities for people to help via phone and in person throughout the year

Education/Training/Experience

- High school diploma or GED; one or more years of experience or training; or equivalent combination of education and experience.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.