

EXECUTIVE ASSISTANT

Interface Children & Family Services

EXEMPTION STATUS: Non-Exempt

HOURLY RATE: \$21 + DOE (Depending on Experience)

OVERVIEW

Reports to the Executive Director and the Director of Fund Development and Marketing to ensure smooth operations. Provides executive assistance by performing tasks with a high degree of confidentiality, professionalism and attention to detail. Maintains positive relations with the board of directors, donors, volunteers and co-workers. Maintains executive schedules, travel arrangements and donor database to support community engagement and fundraising efforts.

DUTIES Essential responsibilities and duties may include, but are not limited to the following:

1. Provides skilled administrative and clerical support for the Executive Director and Director of Fund Development & Marketing.
2. Schedules meetings and maintains up-to-date calendars for both executives.
3. Coordinates travel arrangements both locally and nationally to ensure smooth and efficient travel experience.
4. Prepares executives in advance of meetings including confirming meetings and meeting details and updating and editing power point presentations.
5. Maintains confidential board of directors' files, schedules and rosters; schedule, prepare materials, coordinate meals and take notes for high level board meetings and Fund Development Committee meetings.
6. Responsible for donor database oversight and maintenance including creating records, editing contact information, developing and producing queries, reports and dashboards that support monitoring, stewardship and solicitation of donors and donor prospects.
7. Implements all phases of gift processing, including maintaining fresh content for letters, and acknowledging gifts within 72 hours of receipt, auditing monthly income and pending receipts and other tasks associated with maintaining a quality donor database and positive donor relations.
8. Conducts monthly audit of donor income and prepares monthly donor giving report for board.
9. Keeps record of fund development dept. expenditures and reconciles credit card expenditures and other business-related reimbursements and reports.
10. Supports planning and implementation of board supported special events and meetings which at times, may require nights, week-ends and/or holidays.
11. Other duties as assigned.

QUALIFICATIONS

Bachelor's degree or equivalent experience and a minimum of 5 years' success in a professional office setting as an administrative assistant or executive assistant. This position requires a high level of confidentiality and professionalism at all times. Working knowledge of Outlook, Word, Excel and PowerPoint. Other design software a plus. Experience with contact management database or donor database required. Must be detail-oriented, organized and able to multi-task. Must communicate effectively with staff and public and have excellent oral and written skills. Must be self-motivated, team-oriented and possess strong English grammar skills. Requires reliable transportation, auto insurance, a valid California driver's license and the ability to maintain an acceptable driving record as required by our insurer. Successful background and criminal clearance required.

If you are interested in any employment opportunity listed here, fax your resume with a letter of interest to 805-200-3765, [e-mail](#) it to us, or mail it to:

Interface Children & Family Services
Attn: Kim Mora, Human Resources Director
4001 Mission Oaks Blvd., Suite I
Camarillo, CA 93012
Email: hrstaff@icfs.org