

GENERAL SUMMARY OF DUTIES: Coordinates events and office activities. Facilitates communication and good relations with the donors, trustees, volunteers, staff and the public. Accurately manages a variety of organizational information. Implements projects from start to finish with minimal supervision.

SUPERVISION RECEIVED: Reports to the Manager of Philanthropy & Operations

SUPERVISION EXERCISED: Volunteers

TYPICAL PHYSICAL DEMANDS: Requires prolonged sitting, some bending, stooping, stretching and occasional lifting up to 40lbs. Requires eye-hand coordination and manual dexterity sufficient to operate computer and office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports.

TYPICAL WORKING CONDITIONS: Office environment. Occasional evening and weekend work. Work may be stressful at times

EXAMPLES OF DUTIES: (This list may not include all of the duties assigned.)

1. Plans and organizes various activities including but not limited to special events, tours, and donor recognition events.
2. Solicits goods and funds from various sources for events.
3. Processes donations and enters gifts in Raiser's Edge; responsible for receipt, acknowledgement, recognition, record keeping of donation payments received.
4. Maintains records for fundraising, including foundation, donor, and estate files. Updates database as needed.
5. Participates in prospect research as directed.
6. Coordinates Board of Trustees activities, interfaces with Trustees, and sets related meetings and conferences. Takes and distribute minutes and arranges audio visual equipment and refreshments as needed.
7. Prepares communication materials, composes correspondence using business language and disseminates information to appropriate individuals.
8. Coordinates assigned projects from start to finish with minimal supervision.
9. Creates presentations using PowerPoint and other Microsoft Office programs.
10. Uses Excel to manipulate data for projects, presentations, correspondence, etc.
11. Anticipates organizational needs by creating/gathering records, reports, correspondence or other information.
12. Coordinates volunteer activities in the office and at events.
13. Provides administrative support including typing, composing, proofreading, scanning and organizing correspondence and documents.
14. Answers inquiries or refers callers/visitors to appropriate individuals.
15. Reads and routes incoming mail with appropriate background information, orders office supplies and coordinates service of equipment.
16. Handles variety of matters with various staff, board members, donors, government agencies and the public.
17. Develops and implements office procedures to coordinate interoffice communication, records, and systems.
18. Attends meetings or conferences as assigned.
19. Coordinates/handles special projects as necessary.
20. Handles confidential matters; Adheres to HIPAA regulations.
21. Performs related work as required.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills & Abilities:

Knowledge of organizational policies, procedures and systems. Knowledge of office management techniques and practices. Knowledge of grammar, spelling and punctuation. Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately. Ability to guide and coordinate volunteers in planning and carrying out events. Ability to schedule and manage a variety of projects simultaneously. Ability to establish and maintain effective working relationships with other employees, trustees, donors and the public. Ability to communicate and present information. Ability to identify problems and recommend solutions. Ability to establish priorities and coordinate work activities. Ability to operate office equipment. PC proficiency required including Word, Excel, PowerPoint. Raiser's Edge proficiency preferred. Bachelor's degree preferred. Experience working in non-profit organization desired.

Signature_____

Date_____