Position: Office/Development Assistant
Reports to: Vice-President for Development
Status: Non-exempt

Description:
The Office/Development Assistant reports directly to the Vice-President for Development. This position is responsible for receptionist duties and executing development duties, as well as performing *Clerk of the Board* functions for the President and CEO and assisting other departments as necessary. This position follows the schedule for the ACCESS Main Office, which is generally Monday through Friday from 8:00 a.m. – 4:30 p.m. There are times that after hours and weekend work will be required. Beginning salary will be $31,000.

Minimum Qualifications:
Must have high school diploma and two or more years of experience as a receptionist or administrative assistant. Must be highly communicative, pro-active, extremely detail-oriented, resourceful, possess strong writing skills and have the ability to implement and manage a project independently from start to finish. Excellent computer skills are required: the ability to work with the Microsoft Office Suite (including Word, Excel, and Outlook). Must have exceptional telephone manners, customer service and organizational skills. Must be energetic, self-motivated, flexible and adaptable with a sense of humor, able to multi-task and work independently in a small, hands-on work environment. Must have a valid Virginia Driver's License, own transportation and maintain a good driving record. Bending, lifting, and other physical activity may be required at times. Must be able to lift, push, or pull a minimum of fifty pounds from one location to another, as well as stand and sit for prolonged periods of time.

Preferred Qualifications:
Some post-secondary training. Previous administrative experience in a nonprofit setting. Previous experience with Raiser's Edge NXT database.

Responsibilities (include, but are not limited to):

1. Responsible for reception area and directing phone calls
2. Ability to transport documents and materials to off-site meetings on own
3. Perform daily general office tasks related to mail and trash
4. Responsible for ordering office stationery and supplies and keeping track of inventory
5. Responsible for coordination and oversight of other general operation vendors including janitorial
6. Assist with internal and external meetings and special events coordination as needed
7. Responsible for office equipment maintenance
8. Manage RSVP and name badge creation for all special events. Also, assist with the implementation of special events, including but not limited to: the Annual Luncheon, Chesapeake Bay Wine Classic Grand Auction, College Commitment Day, the Scholarship Awards Luncheon, and Donor Recognition events
9. Perform data entry (tracking and updating) in donor database and other electronic systems
10. Preparation of packets for donor calls and other meetings
11. Execute some donor communications using e-communication platforms (Constant Contact, YouTube, etc.)
12. Assist with all aspects of Development Department mailings
13. Generate pledge reminders/invoices
14. Maintain supporter lists on website
15. Execute filing of donor correspondence
16. Performing *Clerk of the Board* functions such as: meeting arrangement/set up, RSVP tracking and the recording of the minutes, compiling and sending out correspondence.
17. Research and report media updates
18. Provide general assistance to the Development Department, as directed by Vice-President for Development
19. Assist the Leadership Team with tasks and special projects as necessary.

To Apply:
Submit resume and letter of interest by email with "**Office/Development Assistant**" as the subject line to Dionne Scott, Vice-President for Development, at dscott@accesscollege.org no later than 11:59 pm on August 7, 2020 or until the position is filled. Summarize any training, skills and/or characteristics you have that qualify you for the position. AA/EOE/Drug Free Workplace. **No phone calls/walk-ins accepted.**