

**THE SALVATION ARMY
HAWAIIAN & PACIFIC ISLANDS DIVISION
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT**

Department: Development
Position Title: Administrative Assistant
Supervisor: Executive Director of Development
FLSA Status: Non-exempt, Full-time
Date: June 2018

GENERAL STATEMENT: The Salvation Army is a branch of the Christian Church, and the ultimate goal of all programs is a spiritual regeneration of all people.

MISSION STATEMENT: The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by love for God. Its mission is to preach the Gospel of Jesus Christ and meet human needs in His name without discrimination.

JOB SUMMARY: The Administrative Assistant reports directly to the Executive Director of Development and works closely with the Director of Planned Giving and Director of Donor Relations and is responsible for providing administrative support to these Directors. The Administrative Assistant will particularly be responsible for all administrative functions which include, but is not limited to scheduling of appointments and travel, support for Advisory Board activities, including preparing agendas and minute taking and preparing reports. The Administrative Assistant will also assist with planning and execution of donor cultivation events, must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, be willing to work occasional evenings and weekends and other duties as assigned.

The Administrative Assistant must be able to use logic and reasoning to identify inconsistencies, alternative solutions, conclusions or approaches to problems, multi-task, effectively manage time, be detail oriented, and possess the ability to perform job duties proficiently while upholding confidentiality at all times.

ESSENTIAL QUALIFICATIONS

- Valid driver's license
- Bachelor's Degree
- 3+ years administrative work-related experience
- Computer proficient in MS Word, Excel, Outlook 2016, Mail merge, PowerPoint
- Familiarity with relational databases
- Type 60 wpm
- Excellent written and verbal communication skills
- Excellent spelling & grammar

ESSENTIAL FUNCTIONS:

- **Office Maintenance and Support:**
 - Provide administrative support to the Executive Director of Development.

- Assist the Development team during emergency needs and peak Holiday Season. Provide support and assistance in other special projects and events as initiated by supervisor Prepare and distribute correspondence as needed.
- Manage telephone and electronic communications.
- Handle confidential information relating to clients and personnel.
- Update, maintain and generate donor lists.
- Assist in coordination of Development function and events.
- Expedite requests and inquiries from callers, visitors, staff, board members and volunteers in an effective and professional manner.
- Maintain donor files.
- Keep track of and order supplies for office and Xerox machine as needed.
- Assist in mailing all correspondence to THQ.
- Make all travel arrangements for Development Staff.
- Process and submit necessary paperwork for CFC.
- Responsible for pickup and setup of lunches for the Development Department.
- Assist with the general operation of the Development Department.
- **Advisory Board:**
 - Assist the Development and Special Projects Manager in scheduling of Board committee meetings and other meetings.
 - Responsible for pickup and setup of lunches for committee meetings (i.e. Program, Long Range Property, Nominating, and Executive Committees).
 - Responsible for keeping Board Directories, Board Orientation Materials and Induction process organized and updated.
 - Assist in the production of quarterly reports for Advisory Board.
 - Responsible for note taking and distribution of agenda and minutes for all Board Committee Meetings and Advisory Board Meetings.
- **Grants:**
 - Meet with Grants Writer and Executive Director of Development to plan and execute grant process.
 - Assist with coordinating all documents for submittal of grants.
 - Help obtain signatures on documents.
 - Follow up on questions re: submittal, and get info to re-do budgets when necessary.
- **Planned Giving and Donor Relations:**
 - Keep familiar with the various gift agreement procedures.
 - Learn the functioning of the Donor Management System and assist in preparing reports from it.
 - Mail all FedEx documents to THQ.
 - Develop effective written donor correspondence designed to meet the specialized needs of the donor and the department.
 - Create, print and send accurate acknowledgements along with other Planned Giving and Donor Relations correspondence in a timely manner.
 - Assist in creation, preparation and distribution of Development materials.
 - Responsible for all planned giving illustrations for existing charitable gift annuity (cga), prospect and bequest donors due by October 15 for the Fall and March 15th for the Spring.
 - Maintain confidential donor database, files and records.

- Working alongside the Development Coordinator, assist with taking the reservations, planning, and execution of small donor events, stewardship, and cultivation activities (i.e. donor tours, cultivation dinners, lunch and learns, etc.)
- May assist with the processing of donations to the organization and ensure proper donor acknowledgement in line with agency policy and procedures.
- Coordinate and ensure proper and timely special recognition for donors in line with The Salvation Army's standards and guidelines.
- Provide staff support for other development functions.
- **Community Development:**
 - Write thank you letters from Community events (Include but not limited to: Partners in Community Service, Foodland Give Aloha, CEO Sleepout, etc.)
 - Become familiar with all of The Salvation Army programs.

OTHER FUNCTIONS:

Performs other duties as assigned.

MENTAL DEMANDS:

- Work under stressful conditions
- Interact with others with courtesy and tact
- Manage and prioritize multiple projects in an organized and efficient manner to meet tight deadlines
- Respond to crisis situations in a calm and effective manner
- Complete projects on schedule
- Maintain confidentiality
- Maintain regular and punctual work attendance

PHYSICAL DEMANDS:

The position requires sitting; climbing and/or balancing; stooping, kneeling, bending, stretching, crouching and/or crawling; standing; walking; manual dexterity and eye-hand coordination; use of vision; driving a vehicle; pushing/pulling/lifting/carrying up to 25 pounds and occasionally more than 50 pounds; traveling by airplane.

COMMUNICATION DEMANDS:

The position requires talking to co-workers, clients, vendors; requires written communication to and from co-workers, clients, vendor; talking on the telephones; requires responding to written or verbal requests of co-workers, clients, and vendors; requires training/giving verbal and written instructions; requires receiving verbal and written instructions; requires writing/composing written language; requires reading; requires visiting/working at other worksites; requires communication via the latest technologies.

SKILLS/TECHNICAL KNOWLEDGE:

- Valid Hawaii driver's license
- Travel off-island as necessary (**if needed**)

EQUIPMENT NEEDS:

Use office equipment such as computers, photocopiers, scanners, calculators, etc.

DESCRIPTION OF WORK ENVIRONMENT:

Most work will be indoors at Divisional Headquarters. Attendance at trainings in Hawaii may be required (**if needed**).

NOTES:

The information in this job description indicates the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

TO APPLY: www.hawaii.salvationarmy.org/hawaii/jobs

REVISED: 6/7/18