SEPSIS ALLIANCE

Suspect Sepsis. Save Lives.

Administrative and Development Assistant
Position Available: October 1, 2019

ABOUT SEPSIS ALLIANCE

Sepsis Alliance is the nation's leading sepsis organization, working in all 50 states to save lives and reduce suffering by raising awareness of sepsis as a medical emergency. Sepsis Alliance gives a voice to the millions of people who have been touched by sepsis – to the survivors, and the friends and family members of those who have survived or who have died.

We are looking for a creative and dedicated professional to join our team as Administrative and Development Assistant to help take our work to the next level. Working together with a passionate team of professionals and volunteers, you will have the opportunity to make a difference in the lives of millions of people.

SKILLS REQUIRED

Possess the skills to be effective in facilitating cooperation and teamwork and creating a positive work environment. Responsible for planning, communicating effectively with all company members, organizing, prioritizing and coordinating his/her own work. Exhibit effective judgment and decision-making skills and take action according to qualities such as open-mindedness, thoroughness, maturity and professionalism.

DUTIES

General:

1. Ensure efficient office operations to meet business needs, effective communication throughout the office, and smooth paper/electronic flow to meet project deadlines.
2. Assist in developing and implementing systems, procedures and policies to improve workflow.

Administrative:

1. Manage administrative assignments to ensure completion on schedule
2. Provide internal and external deliverables in a professional and timely manner
3. Answer telephone and take messages. Reply to emails in a timely and professional manner
4. Receive, process, and distribute mail in a timely manner; ship via FedEx or UPS
5. Maintain distribution of information among officers and staff in a timely manner
6. Schedule weekly operating and other meetings. Generate and distribute minutes when needed.
7. Record donations, checks and deposits; implement process to track donations and tax receipts
8. Maintain adequate inventory of office supplies for everyday operations; purchase office supplies
9. Conduct research projects as directed
10. Maintain systems/database
11. Manage sepsis.org store inventory and orders

Events and Development:

1. Facilitate meetings with leadership and major donors or major donor prospects
2. Implement donor stewardship plan

3. Make thank you phone calls and manage acknowledgement process
4. Support fundraising outreach and events
5. Work with Events Manager to ensure success of events
6. Social media and communications support as needed

Executive Support:
1. Assist board members on matters relating to business operations as requested
3. Assist in planning and scheduling meetings
4. Plan and coordinate travel as requested
5. Maintain group calendaring
6. Assist Board and accounting personnel in processing administrative matters such as travel receipts and reimbursements
7. Provide miscellaneous assistance to board as requested
8. Prepare presentations in support of E.D., staff and board

Experience and Qualifications:
1. Computer savvy. Mac experience a plus
2. Database experience– Salesforce preferred
3. Able to juggle multiple tasks and deadlines simultaneously
4. Able to maintain a sense of humor under stress
5. Ability to manage positive relationships with board members, funders, staff, partners
6. Ability to work independently, manage own projects and timelines
7. Interest in learning new skills and ability to suggest new projects and process improvements
8. Genuine interest in making change happen and doing some good in the world
9. College degree with 1-3 years of experience. Excellent writing and communication skills
10. Education, experience or interest in not for profit management and/or healthcare a plus

Location: San Diego, CA

Compensation: Commensurate with experience. Health insurance and paid PTO.

Sepsis Alliance is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. Compensation: competitive based on experience

TO APPLY
This is a full-time employee position and includes paid holidays, vacation, and a health insurance. Please email cover letter and resume to careers@sepsis.org. No phone calls, please.