

DEVELOPMENT ADMINISTRATOR/ADMINISTRATIVE ASSISTANT

Easterseals Eastern Pennsylvania

\$16-\$18 an hour, full time

Characteristics of the Job:

The Development Administrator/Administrative Assistant is responsible for providing administrative support to the development team and the CEO. This individual is responsible for coordinating mailings, managing the donor database, providing hands-on assistance with special events and projects, and assisting coordination of donor cultivation events. In addition, he/she provides administrative support to the CEO and oversees some office management functions as outlined in responsibilities.

Responsibilities:

Development Administrator Tasks:

- Manage database in Donor Perfect, including entering gifts in appropriate category and acknowledging. Identify and run donor reports to meet comprehensive reporting needs.
- Acknowledge donor gifts according to gift acknowledgement policy, including managing and keeping track of board member high-donor acknowledgement program.
- Manage National gifts through Easterseals National database and run necessary donor reports.
- Coordinate and supervise volunteers and staff as needed for mailings
- Prepare monthly reports and generate other reports including a detailed monthly reconciliation of gifts and pledges receivable.
- Prepare and distribute meeting notices and materials for development committees.
- Coordinate mailings for special events solicitation, newsletters and other fundraising mailings.
- Provide hands-on support for all development activities such as special events, mailings, donor recognition, which may include evenings and weekends.
- Assist with the coordination and execution of development events.
- Assist in coordination and scheduling of committee, donor, and other general meetings with community leaders for Director of Advancement.
- Scanning and filing of grant letters/approvals
- Support with marketing publications mailing/distribution

Administrative Assistant Tasks:

- Perform all clerical and administrative functions as assigned, including typing, scheduling, recording of minutes, data/list management, record keeping and filing.
- Answer phones, direct calls, and record messages as necessary for agency.

- Assist in coordination and scheduling of board, committee, and other general meetings with staff and community for CEO.
- Compile and distribute Board Packet to all board members prior to meetings

Office Management Tasks:

- Complete all ordering necessary for supplies
- Coordinate with property manager on any issues related to the common use space or the office suite and distribute necessary communications of tests/alarms and other pertinent information to office staff in a timely manner
- Responsible for maintaining organization and appearance of front lobby, kitchen, and conference room
- Maintain schedule for conference room and regular updates on conference room laptop and equipment
- Coordinate with copier leasing company on regular maintenance, ordering, and service calls for equipment

General:

- Adhere to agency's health and safety policies and practices.
- Discharge any other duties as may be assigned by the supervisor.

Qualifications:

- High School Diploma required
- Two to three years of administrative experience required
- Two to three years of database management required
- Proficiency in Microsoft Suite
- Strong communication and organizational skills
- Strong attention to detail
- Excellent telephone etiquette
- Ability to thrive in a team environment taking initiative
- Ability to work flexible hours when needed
- Ability to maintain confidentiality
- Valid Driver's License

For more information and to apply, please visit:

<https://www.indeed.com/job/development-administratoradministrative-assistant-502cf1f994c5e072>