

**THE WOMEN'S CENTER
JOB DESCRIPTION**

JOB TITLE: Development Administrative Assistant
POSITION: Full-time, 40 hours weekly, occasional evening & weekend hours
CLASSIFICATION: Hourly
DEPARTMENT: Development & Communications Department
REPORTS TO: Director of Development & Communications
SALARY GRADE/LEVEL/RANGE:
LOCATION: 425 BUILDING

JOB DESCRIPTION

The Women's Center is committed to providing safety, shelter, support, and confidentiality to assist in the educational development and emotional stability of the women, men, and children served.

SUMMARY/ OBJECTIVE: The Development Administrative Assistant provides administrative support to the Development & Communications Department and the Executive Director, including: gift entry and acknowledgement, the maintenance of the donor database and related data entry processes, building and executing queries from the database, and providing administrative support for the board and related committees. Additionally, this role will help develop new processes and tracking systems for the planned giving program, major gift stewardship, and monthly giving, among others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as main point of contact for inquiries to the Development & Communications Department, fielding calls transferred from the front desk and facilitating donations over the phone.
- Record financial and in-kind donations and prepare donor acknowledgement letters daily, including the import of new letter templates.
- Retrieve online donations and import into donor database to acknowledge.
- Create new appeal and fund types in donor database as needed to properly track solicitations.
- Update the donor database to maintain accurate and current donor profiles and funding records, and provide ongoing maintenance of information by checking for duplicate records, ensuring consistency in data entry, etc.
- Track employer matching gifts and complete any required forms to ensure timely processing of matching funds.
- Working with the Director of Finance, record and acknowledge direct deposit donations.
- Export United Way contribution reports and thank donors in a timely manner.

- Complete weekly and monthly reports on fundraising progress for staff, committee, and board use.
- Coordinate year end appeal solicitation process, working with the Director of Development & Communications and the Board of Directors.
- Prepare mailing lists, financial reports, donor reports, and other reports for internal use as required.
- Reconcile financials monthly with Director of Finance and provide support for the annual financial audit as needed.
- Assist with meeting preparations for Board and committees, including sending preparatory emails and producing handouts.
- Attend meetings to record minutes.
- Schedule Board Orientation meetings for new Board members and compile orientation materials at the direction of the Executive Director.
- Provide general administrative support to the Executive Director as needed.
- Sort and distribute mail daily.
- Assist with bank deposits several times a week.
- Coordinate the internal United Way campaign each fall.
- Export the donor listing for the annual report, correcting donor listings as needed and working with entire Department to confirm accuracy.
- Provide assistance and information as needed for private fundraisers and events.
- Conduct donor research and support donor stewardship activities, such as sending birthday cards, notes of congratulations, and other correspondence.
- Provide general support of special events as needed.
- Serve as back-up staff for the front desk.
- Maintain an atmosphere of safety and confidentiality.
- Complete forms in accordance with agency procedures.
- Ensure organizational compliance with all appropriate local, state and federal regulatory agencies.
- Ensure the completion of all required documentation, etc. in a timely manner.
- Ensure compliance with all safety and work rules and regulations. Ensure the maintenance of departmental housekeeping standards.
- Ensure confidentiality of all donors and any clients utilizing services.
- Completes other duties as needed and/or requested by supervisor to align with mission and vision of the organization.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS:

- Strong organizational and excellent writing and oral communication skills.
- Proficient in Microsoft Office, notably Word, Excel, and Outlook.
- Excellent customer service skills
- Effective time management skills.
- Demonstrated interpersonal skills and the ability and willingness to collaborate with community members, businesses, and other staff.
- Ability to think critically, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

EDUCATION/EXPERIENCE:

- Bachelor's degree preferred with a job related major or experience working with databases and fundraising events; or a combination of education and experience.
- Experience with Raiser's Edge preferred; experience with Online Express and RE NXT preferred.
- Previous non-profit organization development preferred.

LANGUAGE SKILLS:

- Ability to read, write and comprehend English.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Understanding written sentences and paragraphs in work related documents.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid Wisconsin Driver's license and proof of insurance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is largely a sedentary role.
- The ability to lift up to 25 lb.
- Movement between various buildings
- Works predominantly indoors, but may travel between different buildings.
- Ability to ambulate up and down stairs.

Work-related travel is occasionally required. The noise level in the work environment is usually moderate.

ADA: This employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Women's center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.