



JOB DESCRIPTION

DEVELOPMENT ADMINISTRATIVE ASSISTANT

FUNCTION: The Development Administrative Assistant plays an important role by providing administrative support to the Development Department and participating in all fundraising activities including donor relations, direct mail appeals, in-kind donations and special events. Significant emphasis on maintaining the agency's donor database.

FT/PT: Full-time

CLASSIFICATION: Non-exempt

REPORTS TO: Development Director

Responsibilities

1. Maintain all donor files within DonorPerfect including adding and deleting donor records, making donor record changes, providing giving history updates, generating donor queries, producing mailing data and labels, and generating donor giving reports as requested.
2. Perform database maintenance and clean-up projects to improve data integrity and database performance.
3. Provide clerical support to the Development Department.
4. Process donor acknowledgements on a timely basis, including thank you letters, memorial/honorarium cards, etc.
5. Assist with the preparation of direct mail solicitations and event mailings.
6. Greet donors and receive in-kind donations; complete donation form information.
7. Maintain all in-kind and cash donation records and files as requested.
8. Assist the Development Director with special projects as assigned.
9. Develop reports as requested.
10. Act as back-up for the agency's Administrative Assistant: answer and route phone calls, process mail, greet clients, donors, visitors and other office tasks.
11. Other responsibilities as assigned.

Qualifications

Required:

1. Degree/training in office systems technology or minimum two years' experience in an administrative position, preferably in a nonprofit environment.
2. Excellent typing ability (50-60 wpm) and proficiency in Microsoft Word, Excel and database management experience – DonorPerfect preferred.
3. Knowledge of filing systems.
4. Acute attention to detail.
5. Excellent verbal and written communication skills.
6. Ability to present information concisely and effectively.



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7. Capacity to work effectively with others of diverse age, language, race, ethnicity, religious belief, sexual orientation, physical/mental abilities and socioeconomic status.
8. Demonstrated interest in development, advocacy, or other administrative responsibilities and tasks pertaining to the ongoing purpose and philosophy of CAWC.
9. Excellent interpersonal skills.
10. Passion, enthusiasm, focus, creativity, and a positive outlook.
11. Ability to work independently and cooperatively.
12. Ability to organize and prioritize work.
13. Available to work some evenings, weekends and holidays.
14. Availability to complete CAWC 40-hour domestic violence training.

Helpful:

1. Bilingual/bicultural English/Spanish highly desirable.

Employee Signature: _____

Date: _____