

Administrative Assistant- Job Description

Job Title: Administrative Assistant
Department: Special Events
Reports to: Director of Development
Revised: January, 2022

Position Summary:

To provide administrative support to the Director of Development and Special Events Coordinator. This position will be responsible for handling event and development administrative tasks.

Other duties related to Special Events Department:

- Responsible for recording and entering expenses, revenues, attendee information in Blackbaud database for Special Events
- Responsible for pre- and post-event documentation (ex: receipt of pledges, invoices paid, thank you's to be sent, etc)
- Tracks and confirms event sponsor money received/coding for Special Events budget
- Handles all special event contract deadlines
- Handles all insurance forms, state/county liquor license forms, raffling certificates needed for events
- Maintains and records all in-kind donation forms
- Keeps a running working document of material list
- Assistance with all event set-up and tear down
- Assistance needed on nights and weekends when special events are scheduled
- All administration details related to events
- Update and maintain Raiser's Edge donor database on a weekly basis for Director of Development
- Distribute special event and prospect materials for Director of Development
- Support Director of Development with donor communications (thank you cards, bulk mailings, etc.)
- Attend Event Committee meetings with Special Events Coordinator to record notes
- Attend Advocacy Committee meetings with Director of Development to record notes
- All other duties as assigned

Physical Elements:

- Sitting and standing for long periods of time

Equipment Used:

- Office equipment, camp vehicles, including tour golf carts

Working Conditions:

- Indoors, occasional outside walking tours, event set-up

Qualifications:

- Minimum of two years in an administrative position or an equivalent job field
- Must have excellent communication skills, both oral and written
- Must have accurate typing skills
- Ability to use Microsoft Word, Excel, Data Entry Programs and PowerPoint
- Must be flexible and multi-task oriented
- Must have professional phone answering skills for multi-lines
- Record keeping skills required
- Must be a team player
- Excellent organizational, time management and analytical skills
- High personal integrity and sound personal/professional ethics