



Job Title: Administrative Assistant **Date:** December 2017
Department: Fund Development **Location:** Pala Building
Position Reports to: Development Director **Position:** Non exempt

Position Summary: This position is primarily responsible for providing support and working in collaboration with the Development Director in certain aspects of development, including but not limited to managing and writing grants, website and special projects, management of donor database, written correspondence, marketing/PR and special event planning.

Essential Job Functions include but are not limited to the following:

Responsible for all data entry into Raiser's Edge plus maintaining donor files and regular giving reports

Supports individual donor campaigns, including year-end appeals

Collaborates with the Development Director and program managers to identify program and funding needs (Wish List)

Supports the department in the solicitation of funds and in the preparation of proposals for new and continuing funding

Grant writing to include CDBG applications and regular reporting

Manage all donor recognition to include lobby wall and annual lists

Maintains foundation and corporate grant tracking system

Coordination of all Vocational Vision special events

Preparation of all donor thank you letters

Maintain website and social media

Responsible for updating communication materials and preparing annual report

Assists Development Director in implementing a comprehensive marketing/PR plan

Work with accounting to properly account for all donations

Additional Duties and Responsibilities include but are not limited to:

Understand the role of the department and how it contributes to the overall success of Vocational Visions

Treats staff fairly and shows respect to co-workers, clients, visitors, volunteers and donors

Support the Mission of Vocational Visions

Other duties as assigned such as giving tours and attending meetings as required

Qualifications:

Required Education:

- High School graduate or equivalent

Preferred Education

- Some college

Required Experience:

- Ability to work independently on assigned tasks
- Strong people skills

Preferred Experience:

- 2 to 5 years' experience in Fund Development/Marketing Department

Working Knowledge of:

- Standard office equipment (Fax, Copy Machine)
- Basic MS Windows (Word, Excel)
- Ability to communicate effectively both verbally and in writing
- Ability to be detail oriented
- Excellent organizational skills
- Knowledge of Raiser's Edge donor software (desirable)

Physical Requirements/Working Conditions:

This position is primarily a sedentary position, with employee working in a controlled office environment. The employee answers phone calls and occasionally bends, reaches and pushes and pulls file drawers with file records and reports. This position uses a computer terminal to access input and retrieve data. Finger dexterity may be required to operate the computer keyboard. Occasional lifting of over 25 pounds may be required in this position.

To Apply: Please email a cover letter describing why you are a good candidate for this position along with your resume to: Patti Porto at pporto@vocationalvisions.org. No phone calls and Vocational Visions is an equal opportunity employer.