

Connecting care with a culture of comprehensive wellness

Job Description

Job Title: Development Administrative Coordinator

Department: Development

Reports To: Development Director

Employment Category: Regular Part-Time

FLSA Status: Non-Exempt Exempt

Salary Level: Based on skills/experience

Position Summary: The Administrative Coordinator is responsible for providing a variety of office support and administrative functions for the development department and agency. They are to coordinate with operations and finance to ensure the seamless integration and coordination of all development and agency functions. Requires proficiency in a full range of general development and office activities. This role offers an entry-level opportunity for individuals possessing fundamental skills and the drive essential for a prosperous career in fundraising. This position requires exclusively on-site office work with periodic travel for donation pickups, workshops, and meetings.

Administrative Duties and Responsibilities:

- Ensure that the office and department is a welcoming place for employees and guests.
- Assist the department and agency in providing office routines to ensure an efficient well-organized delivery of support activities.
- Assist with special projects, copying, faxing, typing and other administrative tasks.
- Provide clerical duties, i.e., answering phones, scheduling, processing mail, filing, photocopies, create memos, correspondence letters, reports and other documents necessary etc.
- Assist in maintaining an efficient and up-to-date CRM records management system for administrative and legal materials. Update forms, track deadlines, record notes and interactions, and ensure that all materials are current and in compliance. Design and run reports and assist with database maintenance.
- Record and receipt donations (monetary, in-kind, grants, etc.)
- Perform monthly CRM reconciliation with the finance department.
- Track and update grant and funding timelines, event/appeal calendars, etc.
- Conduct prospect, grant, and appeal research.
- Help design, create, implement, and evaluate special projects including but not limited to appeals, reports, press releases, grant proposals, campaigns, fund-development programs, etc.
- Assist in preparing and organizing materials for meeting, audits, staff meetings, etc.
- Responsible for sending out, opening, and distributing mail.
- Attend required department meetings and take minutes when necessary.
- Assist in agency sponsored events.
- Attend networking events with the Development Director to increase professional network and refine relationship management skills.
- Other duties as assigned.

Education/Experience: Valid high school diploma or general education degree (GED) and a minimum of 2 years office experience or equivalent combination of education and experience. BS or college equivalent preferred. Must have strong office and computer skills. Must be able to demonstrate requirements during the interview process.

Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crises, and tolerate stress professionally.
- Ability to maintain a flexible work schedule
- Ability to promote alcohol, tobacco, and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Professional written and interpersonal skills.
- Attention to detail, project management skills, and being highly organized a must.
- Ability to prioritize, multi-task and follow through with minimal direction.

Other Requirements: Familiarity and/or experience working with the Native American community at a local level; respect for and knowledge of traditional, cultural, and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations preferred.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgment of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: April 2024