

DEVELOPMENT AND ADMINISTRATIVE COORDINATOR



DEPARTMENT: Administration

JOB GROUP: Support, Hourly (32 hours/week)

****Pay is DOE, not based upon Indeed's estimated pay range****

VOLUNTEERS
IN MEDICINE
CLINIC

GENERAL SUMMARY:

The Development and Administrative Office Assistant supports the Executive Director and the administrative team with efficient office procedures, database management, donations monitoring and reporting, donor correspondence and relations, communications and grants, support for special events, and other functions as assigned. Volunteers in Medicine Clinic provides a variety of benefits including paid time off, health insurance and an S-IRA retirement plan.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Development functions:

- Set appointments for Executive Director to meet with donors as requested
- Meet and interact with donors as specified by the Executive Director
- Organize, setup and attend informal fundraisers
- Generate new donors, especially businesses and young professionals
- Gain expertise in Donor Perfect software and utilize it to: Enter new donors and transactions into Donor Perfect; Generate acknowledgements for gifts and donations within two business days of receipt of donation; Generate reports and mailing lists as needed/requested by Admin department; and Verify donor information and update database as needed

Administrative functions:

- Inventory and order supplies for Admin and staff
- Manage meetings including organizing meeting space/zoom meeting setup; prepare meeting information packets; take minutes
- Maintain and update organization's documents as directed
- Manage mail processing
- Organize UW Day of Caring participation
- Process bank deposits
- Coordinate and prepare donor, volunteer and employee recognitions, as requested
- Prepare mailings for events, fundraising, newsletters, etc., as requested
- General administrative tasks – filing, copying, etc.
- Facilitate volunteer applications
- Input volunteer hours into Volgistics
- Assist Executive Director, Finance Manager, Event/Marketing Coordinator and Grant Writer as needed

Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- 1-2 years fundraising experience preferred
- Two years minimum office experience with progressive responsibility preferred
- Strong communications skills
- Able to manage multiple priorities with effective problem-solving skills
- Knowledge and experience with Office 365
- Demonstrates a caring, respectful and compassionate attitude towards all people
- Demonstrates the ability to be a team player and assist others when needed
- Represents the organization in a professional manner at all times.

WORKING CONDITIONS

Generally works in an office environment where there are minimal hazards and infrequent environmental changes. The nature of the work may require frequent walking, standing, driving, etc. This position will be required to support events and meet with committees at other work sites or locations.