



## **Administrative Assistant**

### Position Description:

This is a hands-on, administrative support position to a 30+ member volunteer Board of Trustees and five member office staff. The Executive Director directs and assigns work and evaluates performance for this position annually. Administrative Assistant provides technical and organizational support to fundraising efforts of the staff and Trustees for the day-to-day operations of the Foundation.

### Responsibilities include:

- Process all receivables
- Prepare bank deposits
- Prepare income reports, donor listing and mailing lists
- Database maintenance- including entering 1000+ new students each year
- Matching Gift administration
- Correspondence/Bulk Mail- ack. letters, mailings and pledge reminders
- Coordinate office volunteers
- Events- reservations, solicitation letters, car tickets, volunteers and registration
- Clerical- photo copying, faxing and filing
- Equipment maintenance
- Order supplies
- Answer phones
- Errands- pick up mail and store runs

### Qualifications:

The successful applicant will have broad experience and knowledge of Microsoft Word and Excel, as well as database administration, preferably with Blackbaud's Raiser's Edge fundraising software. Planning, critical thinking and organizational skills are paramount. Bulk mailing and printing operations experience important, as well as purchasing for supplies and equipment. Excellent interpersonal skills required. Comfortable working with supervising volunteers. Possess grammar, composition and proofing abilities. Must be a team player and have the ability to handle multiple tasks simultaneously and work well under pressure. Non-profit fundraising experience a plus.

### Compensation:

This is a part-time hourly position, average 30 hours per work week, and will include some nights or weekends. Salary is commensurate with experience. Benefits include flexible hours, paid vacation, holidays and sick days.

Interested candidates can forward their resume to [help@pvpef.org](mailto:help@pvpef.org)