

Planned Giving and Foundations Department
Administrative Assistant – 15 hours a week

Qualifications:

- A minimum of 3 years' administrative assistant work experience
- Intermediate proficiency in Microsoft Office 365, Raiser's Edge NXT, Constant Contact, Canva, including mail merge, and the ability to post on social media
- Self-starter with excellent communication, interpersonal, customer service and telephone skills
- Required to work at a personal computer for extended periods of time
- Ability to work flexible hours

Essential Job Duties:

- Provide general administrative support related to the day-to-day work of Planned Giving and Foundations.
- Manage stewardship mailings to donors, prospects, and foundations
- Schedule meetings, seminars, and mass emails and mailings ensuring they do not conflict with other activities at the national or chapter level.
- Oversee donor and prospect correspondence to steward, thank, and cultivate donors, while highlighting the value of FIDF
- Reports to the Manager, Planned Giving and Estates
- Performs other duties as requested