

Executive Administrative & Development Assistant

SUMMARY OF POSITION

This position provides administrative support for the CEO and additional executive team members of Good Shepherd (GSCFS) and Marygrove (MG) ministries. Additionally, this individual will provide management of donor data for GSCFS, management of both tax credit programs (GSCFS/MG), and some Board of Director and donor relations.

QUALIFICATIONS

- Prepares and distributes relevant materials to Board members in advance of the Board of Directors meetings. Takes minutes at Board meetings and assist GSCFS/MG CEO with other Board correspondence, meeting materials, keeping the Board calendar, and other support as needed.
- Assists Executive Leadership (GSCFS/MG) with correspondence, scheduling meetings, updating calendars, and other support tasks as assigned by the CEO.
- Responsible for ensuring donor data for GSCFS is properly captured and accurately entered into Blackbaud Raiser's Edge Donor Database: Manage data entry, list management, and other related functions.
- Generates Development acknowledgement letters and other correspondence ensuring completion is timely and accurate for GSCFS donors and supporters.
- Provides assistance to the Donor Engagement Coordinator for GSCFS and MG special/fundraising events.
- Manage all administrative aspects of the tax credit donation programs for both GSCFS and MG.
- Obtains reports from Raiser's Edge upon request for direct mail appeals, mailings, and data analysis (e.g. LYBUNT/SYBUNT, new donor prospects, honor/memorial donors, etc.)
- Professionally represents both ministries, being a liaison between GSCFS/MG and Catholic Charities, Community Partners and Volunteer Groups.
- Provides filing and other office management tasks as required.
- Provides periodic coverage of the GSCFS front desk when administrative staff are unavailable.

MINIMUM REQUIREMENTS

- Associate's degree in a related field (business, communications, nonprofit management, youth development such as education) and/or equivalent combination of education and experience, with 3-5 years' experience in related work (office management, sales support, fund raising events, nonprofit support, project management). Bachelor's degree desirable.
- Proficient in written and oral communication skills.
- Excellent experience with computer and electronic communication. (e.g. Excel, Powerpoint, Word, etc.)
- Database entry and data management experience. Blackbaud Raiser's Edge experience preferred.
- Excellent internal and external customer service skills.
- Flexibility to work some evenings and weekends.

TO APPLY

To apply, please submit a resume and cover letter to Abbey Ross at aross@gstl.org.