

Job Title: Development Administrative Assistant

Job Type: Full-time, Non-Exempt

Hours: 32 hours/week

Job Summary:

CSCVVSb seeks an initiative-taking individual to help support the organization's fundraising day-to-day operations. In collaboration with the Development Director, the Development Administrative Assistant will be responsible for development administration, prospect research, support of solicitation, stewardship cycles, and event planning.

Company policy requires full COVID-19 vaccination, including any required boosters.

The position is virtual, work-from-home temporarily. This position is required to be in our office once the office is reopened to the public.

Essential Duties/Responsibilities:

- Reconcile all gifts, database clean up, and making sure all types of donations (cash, pledges, matching gifts, and planned gifts) are properly coded and entered into the database
- Prepare and print thank you letters for donors
- Prepare accurate research on prospects and assemble materials for cultivation and solicitation visits
- Responsible for outreach to designated donors
- Generate clear, action-oriented meeting notes for the development committee, event task force, and board reports
- Coordinate the production and distribution of recurring appeals including a proper timeline of interviewing the survivor, preparing the mailing lists, and reviewing final edits
- Assist with grant writing process including research, submission of smaller grants, recording, and overseeing the timeline process
- Assist with special event planning, including major and stewardship events
- Communicate with donors in person, on the phone, and by email, as appropriate
- Assist with marketing and communication review
- Oversee day-to-day administrative duties

Other duties may apply.

Knowledge, Skills and Abilities (minimum qualifications):

- At least two years of experience in an office environment
- Excellent communication skills and judgment with the ability to maintain privacy and confidentiality
- Proficient with Microsoft Word, Outlook, PowerPoint, and Excel; experience with donor databases is a plus
- Comfortable with solicitations of donations
- Valid driver's license
- Preferred: Familiarity with non-profits, research methods, data standards, and databases
- Preferred: Interest in fundraising

Please send all resumes to jobs@cancersupportvvsb.org with "Development Administrative Assistant" as the subject. To learn more about CSCVVSb please visit <https://www.cancersupportvvsb.org/>