DONOR RELATIONS ADMINISTRATIVE ASSISTANT

Job Status: Regular Full-time, Exempt
Reports to: VP of Development
Department: Donor Relations
Updated: August 2021

POSITION DESCRIPTION

The Donor Relations Administrative Assistant will support the mission of Pulse and the Donor Relations team by handling a variety of administrative functions including maintaining the donor database, record keeping, processing donations, preparing mailings and more. This position will also enhance the effectiveness of the Donor Relations team by providing information and management support in addition to representing the team to others internally and externally.

CORE COMPETENCIES

- Excellent organizational and planning skills with the ability to manage multiple projects simultaneously
- Technical aptitude for donor management software, Microsoft Office, Mac programs, and multi-media software
- Strong written and verbal communication skills with the ability to relate well with a variety of constituents
- Team player with the ability to work collaboratively and strategize with other departments
- Work independently with little supervision and in a team environment
- Professional demeanor and approach, reflecting the level of professionalism necessary for representing Pulse with team members, volunteers, and donors

PRIMARY RESPONSIBILITIES & OBJECTIVES

- Update and maintain accurate and timely records of donor and donation information into applicable system(s)
- Manage project requests for development collateral, including appeal letters, storybooks, videos, invitations, and more
- Accurately create and run various reports needed for metric tracking and development mailings
- Administratively support the Donor Relations team, prioritizing competing demands, applying sound judgment, and calmly juggling multiple projects and logistics
- Book and manage all travel arrangements for the Donor Relations team as needed (excluding VP of Development)
- Open and distribute mail, including depositing all checks that are received in the mail and processing all donations (via cash, check, stock, etc.) into Salesforce
- Keep state registrations/renewals up to date and request extensions if needed

ORGANIZATIONAL RESPONSIBILITIES

- A follower of Jesus, in agreement with the Pulse Statement of Faith, mission, and values
- Be a model of Christian integrity, diligence in work and persistence in pursuing and exceeding objectives
- Professional demeanor and approach and behavior consistent with the standards contained in Pulse manuals (i.e. Employee Manual, Financial Management Policy, etc.)
- Follow all policies and procedures outlined in the Pulse employee manual

OTHER RESPONSIBILITIES

- Engage in personal and team development opportunities presented by Pulse leadership
- Travel occasionally as needed (< 5%)
- Assist and perform any and all other duties as assigned