

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL

POSITION DESCRIPTION

POSITION: Administrative Assistant

REPORTS TO: Development Director

PRIMARY AREAS OF WORK: The incumbent performs routine and special administrative tasks and provides support and coordination for activities related to Development and other Council work. Provides general administrative support to Development Director.

SPECIFIC DUTIES:

Primary Responsibilities:

- Upload and enter lockbox and online donations into Donor Perfect
- Generate donor acknowledgements and thank you emails and letters for gifts under \$1,000 in timely manner
- Generate donor reports from Donor Perfect; merge and delete duplicate records as they are added through the import
- Maintain hardcopy and electronic files for all paper lockbox envelopes and SHARE donations and thank you letters
- Maintains inventory of department equipment, supplies, and materials
- Prepares research for major donor solicitations to include giving history, areas of strategic focus and bios via Wealth Engine, Foundation Directory and the Internet on prospective donors
- Prepares decks for donor meetings
- Plays an important role with preparation for President's Circle Dinner, Juliette Low Legacy Society Tea, and other Development events
- Serve as RSVP contact for all events

Secondary Responsibilities:

- Organizes department storage areas on an ongoing basis
- Assist in processing checks and report income to Finance under the supervision of the Operations Specialist as needed
- Working with the department staff, coordinates donor meetings and general donor gatherings
- Prepare donor promotional materials
- Assist with SHARE solicitations and other mailings
- Run pre-written queries and reports for goal updates, "lybunts" (gifts given "last year but not this year"), pledge payments as needed
- Order, pack and send SHARE materials for service units and satellite offices
- Attend and support annual SHARE kick-offs

- Assist with department credit card and reimbursement/mileage forms.
- Complete and submit payment authorizations
- Organize and maintain department's electronic files
- Phone operator duty once every three weeks
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

- High school diploma or GED plus two years of responsible administrative experience or successful completion of business administration program and one year of reasonable administrative experience
- Attention to details is critical
- Excellent written, verbal and interpersonal communications skills
- Ability to interact in a professional manner with the public, volunteers, and staff of all levels (including senior management)
- Ability to type 50-60 wpm using a personal computer
- Proficiency in Microsoft Office software
- Knowledge and aptitude with DonorPerfect or other similar databases preferred
- Being highly organized is critical