



Job Description

Position Title: Administrative Assistant

Reports To: VP of Marketing/Communications and VP of Development/Gift Planning

Apply: [Submit applications/cover letters/resumes to careers@cfigg.org](mailto:careers@cfigg.org)

Position Summary:

The Administrative Assistant leads and executes the administrative needs of the Development/Gift Planning and Marketing/Communications Departments.

Responsibilities require advanced level of MS Office (Excel, PowerPoint, and Word), proficiency in database software The Raiser's Edge, internet research skills, project management skills for the development of complex reports and presentations, strong writing skills and demonstrated experience in the application of social media outlets (Facebook, Twitter). Strong "donor" relations skills, and the ability to manage multiple tasks in a fast-paced changing environment.

Essential Duties & Responsibilities:

- A. Administrative Support for VP of Marketing/Communications and VP of Development/Gift Planning
- Provide all administrative and secretarial support to the VP Development/Gift Planning and VP Marketing/Communications
 - Work with Administrative team members to ensure strong internal communications between all function areas to enable efficient implementation and management of strategic initiatives
 - Proactively communicate with other administrative personnel to help with time-sensitive projects
 - Manage all preparations for Development, Marketing and Professional Advisors Committee meetings including: scheduling; crafting of all presentation materials; ordering meals; and room set-up and breakdown
 - Assist in the planning and implementation of special events
 - Support tasks related to marketing, advertising, signage and other branding tools as directed by VP, Marketing and Communications
 - Prepare presentation materials including both standard and custom pages, and maintain inventory of all marketing materials, brochures and other supplies as it relates to marketing

B. Administrative Support for Event Planning

- Assist with plans, implementation, and evaluation of each event. Events may include receptions, seminars, conventions, dinners, luncheons, open houses, special social events, and sporting events. Groups may range from a few guests to 1,000
- Assist in identifying appropriate participants and specific aspects of each event conducted
- Support arrangements and preparations for events (location, menus, invitations and RSVPs, gifts, etc.) and procedures for receiving and entertaining clients and prospective clients

C. Provision of Administrative and Logistical Support

- Maintain accurate contact report records and personal profiles in The Raiser's Edge, and participate in database maintenance as a member of the database management team
- Participate in the development and maintenance of processes and procedures that will equip staff members with tools to provide effective and efficient service
- Work with the communications and marketing team to develop presentation materials for use in meetings with prospects; coordinate assembly of materials for prospect visits
- Serve as primary back-up to Receptionist and help coordinate support for staffing the reception area from other departments as needed

D. Administrative Support for Fund Development

- Support VP, Development and Planned Giving in the design and implementation of plans for identifying and building relationships with prospects
- Assist in the development and implementation of Heritage Society appreciation/recognition programs, including special events and awards
- Where appropriate, be active in community organizations and projects that further The Community Foundation's role of community leader
- Participate in the development and management of fundraising efforts for CFGG initiatives and programs as directed
- Responsible for day to day maintenance of fundholder files, coordinating with other departments as needed

Required Capabilities:

Professionalism:

- Supports the mission, vision and strategic goals of the Foundation in order to serve both internal and external customers
- Conducts self in a professional manner
- Follows and supports Foundation policies and procedures
- Maintains appropriate professional appearance
- Maintains confidentiality
- Maintains current knowledge of all changes affecting area of work

Teamwork:

- Participates as a team member utilizing a collaborative style to achieve mutual goals
- Provides proactive, creative cross-functional thinking and ideas to enhance service to customers
- Demonstrates ability to work effectively with others
- Participates in meetings or committees as needed

Knowledge, Skills and Abilities:

Required:

- Bachelor's degree or equivalent combination of training and relevant work experience
- At least two to four years of progressively more responsible work experience in customer service field
- Interpersonal, organizational, time management, leadership and development skills
- An ongoing commitment to training in both areas of soft skills and technical skills to maintain current skills and knowledge
- Accuracy, attention to detail, and excellent verbal and written communication skills
- Proven computer and software use skills, especially MS Office
- Experience with integrated database management systems
- Creativity and self initiative
- Excellent verbal and written communication skills, including strong understanding of social media
- Experience in handling confidential information and maintaining confidentiality of sensitive information
- Valid NC drivers license

Preferred:

- Knowledge of The Raiser's Edge database software
- Strong understanding of nonprofit operations and familiarity with community issues and volunteerism
- A broad and diverse knowledge of community issues and demographics with a strong individual network
- Working knowledge of community foundations and an understanding of charitable giving opportunities and strategies

The Community Foundation of Greater Greensboro is an equal opportunity employer.