

April 23, 2018

TITLE: Administrative & Development Assistant

REPORTS TO: Executive Director

SUMMARY

The Administrative & Development Assistant is supervised by and is accountable to the Executive Director. With direction from the Executive Director, the Administrative & Development Assistant will carry out assigned duties in support of the on-going administrative details associated with fundraising, data management, preparing and recording board agendas and meeting minutes, as well as other duties as they may arise.

The Administrative & Development Assistant develops and maintains positive, productive relations with Foundation staff and volunteers.

KEY DUTIES AND RESPONSIBILITIES:

- Attend regular board and committee meetings. Record, edit and produce minutes for board and committee meetings;
- Manage bank deposits and subaccounts, donation receipting, and accounts receivable and payable;
- Assist with bookkeeping entries;
- Assist with donor and grant-making record management and reporting;
- Assist with fund development, communications, and grant-making tasks as they arise;
- Handle incoming and outgoing mail;
- Maintain a tidy, adequately supplied and functional office;
- Enter data accurately as assigned;
- Manage documents to ensure ease of access and legal compliance.

Education & Experience:

- 2-3 years' experience in an administrative capacity
- Knowledge of non-profit administration and/or fundraising experience is an asset

Knowledge, skills & abilities:

- Task focused and efficient
 - Accurate data entry
 - Strong English language proficiency
 - Experienced at taking precise notes and editing into formal minutes
 - Able to independently execute tasks
-

Computer Proficiency:

- MS Office – Word, Excel, Outlook
- Internet
- Social Media - Facebook, Twitter, Instagram, LinkedIn
- Microsoft Dynamics CRM is an asset
- Website editing is an asset

Personal Characteristics:

- Creative/Innovative: Alert for opportunities to improve processes and results;
- Ethical: Ensures that personal and organizational behavior is consistent and aligned with organizational values;
- Relationship Builder: Establishes and maintains positive working relationships internally to help achieve the goals of the organization;
- Effective Communicator: Speaks, listens and writes with clarity and influence;
- Team Approach: Works cooperatively and effectively with others;
- Organized: Achieves objectives; follows priorities and work plans; records data and information accurately;
- Responsive: Acts quickly to achieve assigned tasks;

Opportunity Details:

- This position is part-time (two to three days per week) with the potential for growth to a full-time position;
- The hours of work are variable and are to be determined by Foundation development objectives, meeting schedules, events, and requirements of the Executive Director, etc.;
- Compensation will be \$15 per hour;
- Performance will be evaluated in relation to results achieved;
- Equipped office space is maintained on the Foundation premises where the Administrative & Development Assistant will work;
- On a day-to-day basis, the Administrative & Development Assistant will receive tasks and be answerable to the Executive Director.

Please submit your resume and cover letter to Nanaimo Foundation Executive Director, Laurie Bienert at laurie@nanaimofoundation.com

Applications will be accepted until May 11, 2018.
