



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

## **ADMINISTRATIVE ASSISTANT**

**REPORTS TO:** Business Manager

### **SUMMARY**

The Administrative Assistant has the responsibility of providing professional administrative support within the Business Department of the organization. The Administrative Assistant plays an important role in supporting the accurate and efficient management of business processes.

### **ESSENTIAL FUNCTIONS**

#### **Administrative Support**

- Assist with maintaining the donor database to ensure timely input of data to track donors and financial contributions.
- Perform quarterly donor database cleanups to ensure the accuracy of donor accounts.
- Communicate with donors to update account details including contact information and expired credit card information.
- Prepare and process mailers for various donor and partner letters including weekly donor Thank You cards, monthly pledge invoices, and quarterly donor receipts.
- Prepare bank deposits and perform weekly bank runs.
- Process baby bottle campaign donations by managing and assisting volunteers in counting, coding, and cleaning baby bottles and depositing coin donations at the bank.
- Provide pre- and post-event administrative support.
- Create reports for the Development Director and Business Manager as requested to support organizational activities.
- Act as liaison for property management company and organization and assist with building upkeep.
- Monitor and maintain office equipment including copiers and telephones.
- Assist with accounts payable and vendor communications.
- Maintain and order office supplies.
- Organize and maintain physical and digital files.
- Assist with staff/board appreciation, meetings, and retreats.

### **EDUCATION AND EXPERIENCE**

- Associate's degree or equivalent
- At least two years prior administrative experience
- Ministry experience beneficial

- Experience with Bloomerang or equivalent CRM management system is desired.
- Community involvement a plus.
- Must have valid driver's license and current insurance for light to moderate local travel.
- Must be willing to complete a background check.

### **SKILLS & QUALIFICATIONS**

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Personal, professional and public integrity.
- A "team-mindset" to contribute to and benefit from working together with the whole ministry in order to fulfill WRMCSN's mission.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Excellent written and verbal communication skills
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve goals and meet deadlines in a fast paced environment
- All employees are expected to participate in fundraising and volunteer recruitment activities.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must lift and/or move weights not exceeding 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **FULL TIME, EXEMPT**