



**Vermont Adaptive Ski & Sports
Administrative Assistant Job Description**

To apply for the position please send cover letter and resume to Erin Fernandez, Executive Director director@vermontadaptive.org

Date Last Updated: November 2018

Job Title: **Administrative Assistant**

Job Description: Provide administrative services to the staff members in the organization's fundraising and development department which brings in money and resources to sustain growth. This is a crucial role because we depend on forms of income and fundraising for organizational sustainability.

Reporting Responsibility: This position reports to the Managing Director.

Positions reporting to this individual: None

Classification: Contracted labor

Hours/Benefits: Approximately 20 hours per week, may include some weekends and holidays and evenings. Flexible hours.

Requirements:

Excellent communication skills
Experience with Donor Databases (DonorPro, DonorPerfect, Raiser's Edge, etc)
Expert with Microsoft Office products
Flexibility in varied job assignments
Ability to prioritize, multi-task and follow through with minimal direction.
Positive and professional attitude required at all times
Attention to detail
Private means of transportation
Strong written, organizational & communication skills
Understanding and belief in mission and values at Vermont Adaptive

Work Locations: Flexible locations. Travel to site locations statewide; biweekly or weekly meetings with managing director based on agreed upon locations, home based.

Overview of Duties, Responsibilities and Requirements:

Development Support

- Handle a variety of tasks related to business, individual giving and on line friendraising. Forms of communication may be hand written, electronic, on the phone or in person.
- Work with Managing Director with updating and bolstering the quality and quantity of information in our database.
- Manage and process, and track donations and donation thank you letters, philanthropic requests, pledges and contributions and in kind donations.
- Manage corporate matching gift sites and information.
- Query data and compile reports on current or prospective donors, use data to generate mailing lists.
- Duties may include preparing mailing lists for invitations, solicitations and newsletters to targeted audiences.
- Support additional fundraising activities such as grant preparation, editing and submission.
- Stay apprised of all database and technical upgrades.

Special Events/Fundraisers Support

- Attend and provide administrative support for all Vermont Adaptive fundraising events
- Provide excellent customer service and correspond with participants of events re: on line registration platform, technical issues, fundraising platforms.
- Assist at events including, but not limited to: The Vermont Adaptive Charity Ride, Allen Clark Hill Climb, winter fundraisers, The Vermont 50, The Vermont 100

Programming Support

- Facilitate process for ensuring up-to-date and accurate participant data is in database
- Assist with financial tracking of program revenue
- Follow the organizational calendar, provide support as needed