



Administrative Assistant

Send resume, cover letter and portfolio samples to: Erin Fernandez, director@vermontadaptive.org

Date Last Updated: September 2022

Scope of Work: Administrative Assistant

Support communications and development as they relate to the organization through increasing levels of excellent customer service, revenue and promoting program sustainability for Vermont Adaptive. Support and assist all activities as they relate to the organization's database management & donor relations, fundraising events, communications, development, and other areas of the organization as needed.

Reporting Responsibility: This position reports to the Director of Communications and Development and collaborates with the Major Gifts Officer.

Positions reporting to this individual: none

Classification: Part-Time Year-Round

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

Work Locations: Pico Mountain in Killington. Remote work on occasion.

Requirements:

Excellent organizational & communication skills

Extraordinary attention to detail

Excellent computer knowledge in MS products; loves database management, ideally having used Virtuous CRM or something similar

Positive and professional attitude required at all times

Physically active with lots of high energy

Private means of transportation

Belief in mission and values at Vermont Adaptive

Overview of Duties, Responsibilities and Requirements:

- Handle a variety of tasks related to business, individual giving and online friendraising. Forms of communication may be hand written, electronic, on the phone or in person.
- 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 queries and mailing lists for invitations, solicitations and newsletters to targeted audiences.
- Support additional fundraising activities such as grant preparation, editing and submission.
- Assist with all administrative and database duties as they relate to the Vermont Adaptive Charity Challenge
- Stay apprised of all database and technical upgrades.
- Facilitate process for ensuring up-to-date and accurate participant and volunteer data is in database.
- Assist with financial tracking of program revenue.
- Have an engaging spirit with Vermont Adaptive's stakeholders.
- Follow the organizational calendar, provide support as needed.
- Assist with mailings and other administrative duties as needed.

Organizational Duties

- Assist with retail or other in-house sales inventory
- Support the actions of the strategic plan
- Support the work of the committees and work groups as designated by executive director
- Other duties and tasks as assigned.