



Administrative Assistant

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

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Scope of Work: Administrative Assistant

Administratively support development, sponsorship and marketing as they relate to the organization through increasing levels of excellent customer service, revenue and promoting program sustainability for Vermont Adaptive. Assist in the planning, development and implementation of the organization's database management & donor relations, support for fundraising events, marketing and other areas of the organization as needed.

Reporting Responsibility: This position reports to the Director of Communications, Director of Strategic Partnerships and Major Gifts Officer

Positions reporting to this individual: none

Classification: Full Time Year-Round

Hours/Benefits: 40 hours per week, may include some weekends and holidays and evenings. Some flexible hours.

Work Locations: Primary: Pico Mountain. Travel to site locations statewide; telecommute on occasion.

Requirements:

Excellent organizational & communication skills

Extraordinary attention to detail

Excellent computer knowledge in MS products; loves database management and understands CRM platforms

Positive and professional attitude required at all times

Physically active with lots of high energy

Minimum of intermediate level skiing/snowboarding skills

Private means of transportation

Belief in mission and values at Vermont Adaptive

Overview of Duties, Responsibilities and Requirements:

Development Support/Administration

- Have a flawless attention to detail with all data; instinctive ability to make connections to constituent records and relationships and the ability to ask intuitive questions.
- 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.

Communications Support/Administration

- Assist in the production and trafficking of marketing materials including the brochures, and electronic communications including website, email marketing and social media.
- Attend programming and events regularly to capture content for marketing, comms and social media.
- Problem-solve and turn around assets for timely social media posts and other marketing needs.
- Organize and manage all internal art, video, and graphic design files.
- Write and edit content and upload photos/videos for Vermont Adaptive website.

Fundraising Events/Partnership & Sponsor Support/Administration

- Manage the silent auction for the Vermont Adaptive Charity Challenge and other duties as they relate to the event
- Provide customer service and correspond with participants of the Vermont Adaptive Charity Challenge
- May attend some meetings
- Assist in promotion and implementation of other fundraising and program events
- Execution of contractual Sponsorship deliverables
- Attend all events as needed, including being a part of event set up and breakdown

Organizational Duties

- Manage collateral inventory
- Manage 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.