

NW Children's Fund Development Assistant



NW Children's Fund works to end the cycle of child abuse and neglect. We are a public foundation founded in 1985 and are engaged in grantmaking, educational outreach and fundraising.

Grantmaking is focused on prevention, intervention and treatment programs in three specific areas: healing child abuse and neglect, helping at-risk youth and strengthening fragile families. Our educational outreach seeks to raise awareness and deliver information, and to facilitate and catalyze community efforts to improve child welfare. Please visit our website at nwcf.org.

Job Description:

NW Children's Fund seeks a highly organized, flexible and energetic individual with excellent people skills to provide primary office support for a dynamic organization with a small staff (currently 8) and a board of 25-35 members. The Development Assistant is involved in most operational aspects of the organization including duties related to gift entry and database management, special events coordination and publications. NWCF relies on the Development Assistant to serve as its receptionist and office manager. This is a full-time position, and supports other employees at NWCF. This position will handle details of a confidential nature.

Responsibilities for which this position has primary responsibility:

1. Office Management:

- Serve as the receptionist for NWCF: field telephone calls (from grant-seeking agencies, donors, board members, general public, etc.) and greet guests.
- Maintain physical office space for maximum functionality and efficiency, and to present a professional and welcoming front to visitors and employees.
- Maintain organizational/staff calendar.
- Update forms, maintain records (as per agency guidelines) – keep files/copies in an organized manner.
- Manage and replenish office supplies, maintain office equipment.
- Provide technical support as needed.
- Provide calendar support - room scheduling, reminders and administrative management for meetings.

2. Gift Processing and Data Entry:

- Prompt and ongoing gift processing, data entry, and reporting.
- Timely preparation and mailing of donor thank-you letters.
- Pull reports for donor giving history, contact information, grants history.
- Provide bookkeeper with deposit reports and other appropriate support to ensure that donor gift records and NWCF books are accurate, complete and consistent.

3. Annual Fund Management:

- Responsible for production of solicitation letters, gift processing, acknowledgement letters, maintaining donor information, data entry, report creation.

4. Grantmaking Support:

- Receive and record details of Letters of Inquiry and Grant Applications (request amount, program description, contact information, etc).

- Send grant invitations and rejection letters.
- Provide clerical support to Program Manager and grants committee as needed.

5. *Board Support:*

- Provide NWCF Board with on-going support, including:
 - Documentation – maintain and update Board Knowledgebase, maintain meeting minutes and other NWCF records in accessible fashion.
 - Information Source – maintain Board calendar, and otherwise providing phone and email responsiveness for questions.
 - Preparation of room and resources for board and committee meetings.

6. *Events:*

- Provide administrative support for the Annual Gala & Auction, Golf Classic, Forum and other events, including:
 - Processing RSVPs and event-related gifts
 - Managing onsite registration
 - Other support as needed.

Required Qualifications:

- Excellent computer skills, especially in database usage. Proven proficiency in Microsoft Word (mail merge), Excel (page layout, formulas and merges) and relational databases (building and pulling reports) is *required*. Experience in Bloomerang (or other fundraising software), Publisher (or equivalent), Maestrosoft (or other auction software) and WordPress is *highly desirable*.
- Excellent customer service skills.
- Ability to take initiative by handling quick turnarounds, deadlines and sudden changes in the work plan.
- Excellent verbal and written skills (especially on the telephone and in written business correspondence).
- Ability to pay attention to detail while understanding the big picture.
- Be a self-starter with an ability to multi-task and work with regular interruptions.

Benefits and Salary

Approximately \$30,000 - \$35,000, depending on experience, plus benefits allowance equal to \$4,800 per year.

Application process:

Send the following to employment@nwcf.org:

1. Detailed resume and cover Letter, addressing how your background qualifies you to perform the responsibilities described in this announcement.
2. Three references (including name, phone/email, and how they know you).

Position is open until filled. No telephone inquiries please.