



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT - DEVELOPMENT

Department: Development

Reports to: Campaign Director

FLSA Status: Non-exempt

Work Status: Full time

Summary/Objective

The Development Administrative Assistant will provide administrative support to the Campaign Director and administrative and organizational support to the Development department in general.

Essential Functions

Departmental Responsibilities:

- Database management: Enter and edit contact information in CRM, including any interactions provided by Campaign staff.
- Prepare and send emails and written correspondence on the department's behalf.
- Interaction with donors: including answering account questions, accepting pledges and payments, and general correspondence.
- Prepare condolence letters for families of recently deceased donors.
- Prepare requested materials for volunteers, meetings and events, such as agendas, power point, donor lists, etc.
- Coordinate meeting set up, including food orders.
- Coordinate and execute quarterly statement runs.
- Assist the Campaign Director and other development staff with meetings, including scheduling and calendaring.
- Assist with campaign mailings.
- Coordinate and mail birthday cards to long-term and major donors.
- Maintain department files – both paper and electronic.
- Monitor department supplies (envelopes, letterhead, etc.) and coordinate with Marketing on orders.
- Attend and participate in all appropriate department meetings and events.
- Provide some administrative assistance to the Jewish Community Foundation for special projects as necessary. Duties include filing, scanning, weekly check mailing, data entry and quarterly statement mailing.

Secondary Departmental Responsibilities:

- Relieve building receptionist as needed for lunch/breaks which will include answering a multi-line phone, greeting guests and charging Museum admission.
- Run basic reports.
- Assist the event coordinator with event preparation, including event set up and clean up when necessary.
- Serve as backup for some responsibilities of the Senior Development Administrative Assistant, including:
 - Pledge entry
 - Coordinate mailing of both payment and pledge acknowledgment letters.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education/Credentials/Experience

- Bachelor's degree preferred, but a combination of education, training and experience may be adequate.
- 1 - 2 years administrative experience preferred

Required Skills/Abilities

- Strong verbal, written and interpersonal skills; ability to communicate professionally to a diverse audience
- Extremely accurate with above average attention to detail
- Highly organized self-starter with ability to prioritize workload while meeting both short and long-term deadlines

Required Computer Skills

- To perform this job successfully, an individual should be proficient with technology, Microsoft Office Suite, especially Excel and Power Point, formal document preparation and database management, familiarity with development software a plus.
- Must also have familiarity with e-mail and Internet applications as well as a willingness and ability to learn new programs.

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- On occasion must be available to work non-traditional office hours to assist/attend meetings and events.

- On occasion will be called upon to answer a multi-line telephone at the reception desk.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. On occasion may also help transport and carry meeting and event supplies. On occasion it may be necessary to lift and/or move up to 15-20 pounds, usually waist high.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

Please submit resume to HR@milwaukeejewish.org