Job Description

Job Title: Development Administrative Assistant
Classification: Full Time, Non-Exempt, Hybrid 2-3 days a week in office
Department: Development
Reports to: Chief Development Officer
Location: Meridian, ID
Apply: https://idahofoodbank.org/about/employment/

Job Summary:
Join an energized, hardworking team of fundraising, marketing and communication, volunteer engagement, and public health professionals seeking to end hunger in Idaho. The general duty of the Development Administrative Assistant is to work with and support the Chief Development Officer in a statewide and multi-faceted Development Department. Duties will include work related to special events, fund development, donor relations, marketing and communication and project coordination. As a key member of a progressive development team, the administrative assistant supports a variety of efforts and must be highly organized, detail oriented, independent, and flexible. The Development Administrative Assistant works closely under the supervision of Chief Development Officer.

Responsibilities:
• Provides support to the CDO, development department managers, contracted employees, and consultants.
• Keeps and maintains confidentiality of donors and reports.
• Assistant is primary point person for updating, adding and maintaining donor and prospect records and tracking and reporting actions and opportunities within the CDO’s portfolio in Raiser’s Edge.
• Responsible for scheduling meetings, and meal functions, travel and gatherings as assigned.
• Assists with creation of donor lists and other gift queries and reports.
• Aids in updating department calendars, tools and KPIs.
• Drafts and edits numerous materials, including the eNews, staff newsletter, partner newsletter, nutrition newsletter, annual impact reports, print newsletters, letters, emails, and presentations.
• Answers phone and email inquiries regarding donations. Responds to requests from donors and select volunteers.
• Files all donation-related paperwork and maintains organized filing systems on the Development SharePoint site.
• Facilitates purchase requisitions, budgeting reports, credit card reconciliation and other data for the CDO, and managers, as assigned.
• Provides administrative support for special events, including assisting with mailings, phone inquiries, in-kind gift tracking and other clerical duties as designated.
• Attendance at special events is required and may necessitate evening or weekend work.
• May act as a spokesperson on services and promotion of the organization.
• Commit to upholding policies, principles and best practices for food and workplace safety.
• Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.
• Other duties as assigned.
**Qualifications:**

- Bachelor’s degree preferred; may be substituted by experience including higher education-based activities.
- At least two years of prior work or administrative experience, preferably in a Fundraising/Development Office.
- Proficiency in Microsoft Office (Word; Excel; PowerPoint) required.
- Excellent organizational skills and attention to detail.
- Ability to communicate effectively in writing, over the phone and in person. STRONG writing and editing skills are required.
- Ability to meet deadlines while managing multiple projects.
- Ability to work both independently and in a team.
- Excellent interpersonal skills.
- Experience managing a project preferred.
- Prior experience with Raiser’s Edge or another fundraising database preferred.
- Event experience preferred.

**Working Conditions**

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

**Employment Requirement**

- Negative Drug Screen
- Successful Background Clearance

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER.**