



Administrative Support/Donor Relations
Part-time 20 hours per week
Job Description

General Duties:

The Administrative Support/Donor Relations staff is responsible for clerical tasks, assisting with fundraising and maintaining relationships with donors.

Responsibilities:

- **Marketing and Brand Awareness**
 - Develop the message content that will be marketed to potential donors
 - Develop a portfolio of information to utilize with prospective donors
 - Great story teller with the ability to connect with people and share the compelling mission of the CAC and the impact the CAC has on child abuse victims and their families
- **Fundraising Event Support**
 - Support annual fund & friend raising event plan
 - Work with board and staff to ensure the profitability of fundraising events by helping secure sponsorships, in-kind contributions, and support
 - Results driven “sales” personality that truly enjoys “fundraising”
- **Public Relations, Media, and Marketing**
 - Submit press releases to the media about fund & friend raising events
 - Utilize social media to promote fund and friend raising events
 - Maintain the Child Advocacy Center website ‘events’, ‘thank you’ and ‘donate’ pages
 - Promote positive, educational messages on a regular basis
 - Develop program brochures and flyers about fund and friend raising events
 - Proficient in Publisher software; ability to update WordPress website; proficient with written and verbal skills
 - Demonstrated ability to use Microsoft Office applications
 - Knowledgeable in multiple social media formats
- **Clerical**
 - Accept in-kind donations from donors and maintain in-kind donor database
 - Timely recognition of in-kind gifts to donors; including, thank you card and announcement in local media outlets
 - Prepare and copy the information packet for board members
 - Maintain the donor and event databases

- Mail merge letters and mailing labels, and correspond with donors
- Organize and maintain administrative files
- Input invoices into QuickBooks, copy and maintain for grant sources

Job Specifications

Knowledge, Skills and Abilities:

- Passion for child abuse victims and their families
- Highly motivated, task orientated, independent worker.
- Entrepreneurial in bringing new ideas to the table and taking the initiative to make them happen
- Coachable, self-aware, and open to feedback to improve development skills
- Organizational skills to independently manage workload and related responsibilities
- Demonstrated ability to effectively communicate in oral and written form.
- Proficient computer skills; specifically Microsoft Word, Excel, Publisher, PowerPoint, Photoshop and QuickBooks.
- Willingness to learn about the child abuse system and family dynamics of child abuse.
- Strong clerical and organizational skills.
- Reliable transportation.
- Must pass a thorough background investigation

Education and Experience

- B.S. or B.A. with experience in sales, business, marketing, public relations, or development

Salary

- Compensation commensurate with education and experience

The Administrative Support/Donor Relations staff reports to the Executive Director and is supervised by the Executive Director.

Send resume and letter describing how you are a good fit for this job; specifically addressing the following:

- **Describe how you are a great story teller with the ability to connect with people and share the compelling mission of the Center?**
- **Describe how you have a results driven “sales” personality that truly enjoys fundraising?**

Submit to rose@nestcac.org