



United Way of Long Island

Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

FUNCTIONAL JOB TITLE: Resource Development Administrative Assistant
DEPARTMENT: Resource Development
REPORTS TO: Chief Development Officer Resource Development

FOR HUMAN RESOURCES ONLY

FLSA EXEMPT: Non-Exempt

DATE: January 2019

AUTHORIZED BY:

Position Objective:

Provide administrative and fundraising support for the Resource Development Department.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.

Essential Functions:

- Prepare all necessary correspondences for the department
- Use information technology system efficiently to provide data and reports.
- Maintain and schedule appointments and perform various administrative functions in support of the campaign staff.
- Internally works with Executive Assistant and Resource Development staff as assigned, supporting various functions of the department including thank you letters.
- Research leadership donors.
- Provide the administrative support for the campaign staff, including preparations for workplace campaigns, account and volunteer correspondence, database maintenance and data entry, special events support, campaign material preparation, and provide support for coordinating communication with volunteers and staff.
- Prepare and maintain databases. Help create and coordinate all mailing to communicate to donor base.

- Prepare and disseminate mailings.
- Participate, when needed, in special events held after or before hours.
- Conduct research on current companies and new prospects as directed by campaign staff.
- May be assigned other tasks and duties reasonably related to their job responsibilities.

Educational Requirements:

- Four year college degree

Skills and/or Experience Required:

- Three to five years experience in an office environment.
- Ability to operate a personal computer with proficiency in automated office support systems and applications, including Windows Office Suite.

Communication Skills:

- Ability to respond to inquiries or complaints, including those of a sensitive and confidential nature, from any of the following, if applicable, under a variety of circumstances, including adversarial situations, but not limited to: donors, volunteers, managers, employees, vendors or applicants.
- Effective business writing and communication skills, with the ability to effectively present information to clients, top management and staff in verbal and written formats.

Mathematical Skills:

- Ability to perform basic mathematical skills, such as addition, subtraction, division and multiplication.

Reasoning Skills:

- Ability to define problems collect data, establish facts and draw valid conclusions.
- Ability to solve practical and intellectual problems utilizing principles of logical thinking.
- Ability to work within general guidelines and minimal supervision.
- Ability to organize, prioritize and execute responsibilities in the face of conflicting priorities or unexpected situations.
- Ability to recognize the need for confidentiality of information and to maintain such confidences.

Physical Demands:

- Regularly required to speak clearly and hear the spoken word well.
- Regularly required to physically operate routine office equipment such as telephones, computers, etc.
- Regularly required to utilize near vision ability to read data and documents, including spreadsheets and reports, in printed form and on computer screens.

Work Environment:

- Noise level is consistent with levels usually present in an office environment.
- Hazards present are consistent with those common to an office environment.