

GENERAL SUMMARY OF DUTIES: Assists Cancer Foundation staff with daily activities. Helps to coordinate events and office activities. Accurately manages a variety of organizational information. Implements projects from start to finish with minimal supervision.

SUPERVISION RECEIVED: Reports to the Director of Philanthropy & Administration

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Requires prolonged sitting, some bending, stooping, stretching and occasional lifting up to 40lbs. Requires eye-hand coordination and manual dexterity sufficient to operate computer and office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports.

TYPICAL WORKING CONDITIONS: Office environment. Occasional evening and weekend work. Work may be stressful at times

EXAMPLES OF DUTIES: (This list may not include all of the duties assigned.)

1. Processes donations and enters gifts in Raiser's Edge; responsible for receipt, acknowledgement, recognition, record keeping of donation payments received.
2. Maintains electronic records for fundraising, including foundation, donor and estate files. Updates database as needed.
3. Assists with all fundraising events as directed.
4. Solicits goods and funds from various sources for events.
5. Manages social media accounts, utilizing established templates.
6. Writes and distributes press releases as requested by staff.
7. Participates in prospect research as directed.
8. Coordinates assigned projects from start to finish with minimal supervision.
9. May create presentations using PowerPoint and other Microsoft Office programs.
10. Uses Excel to manipulate data for projects, presentations, correspondence, etc.
11. Anticipates organizational needs by creating/gathering records, reports, correspondence or other information.
12. Coordinates volunteer activities in the office and at events.
13. Provides administrative support including typing, composing, proofreading, scanning and organizing correspondence and documents.
14. May interface with Trustees and arrange audio visual equipment and refreshments as needed for meetings.
15. Answers inquiries or refers callers/visitors to appropriate individuals.
16. Reads and routes incoming mail with appropriate background information, orders office supplies and coordinates service of equipment.
17. Handles variety of matters with various staff, board members, donors, government agencies and the public.
18. Develops and implements office procedures to coordinate interoffice communication, records, and systems.
19. Attends meetings or conferences as assigned.
20. Coordinates/handles special projects as necessary.
21. Handles confidential matters; Adheres to HIPAA regulations.
22. Performs related work as required.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills & Abilities:

Knowledge of organizational policies, procedures and systems. Knowledge of office management techniques and practices. Knowledge of grammar, spelling and punctuation. Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately. Ability to guide and coordinate volunteers in planning and carrying out events. Ability to schedule and manage a variety of projects simultaneously. Ability to establish and maintain effective working relationships with other employees, trustees, donors and the public. Ability to communicate and present information. Ability to identify problems and recommend solutions. Ability to establish priorities and coordinate work activities. Ability to operate office equipment. PC proficiency required including Word, Excel, PowerPoint. Raiser's Edge proficiency preferred. Bachelor's degree preferred. Experience working in non-profit organization desired.

Signature _____

Date _____