

PULSE Development Administrative Assistant

Job Status: Full time exempt

Reports to: Director of Development

Department: Development

Updated: February 2019

Primary Objective(s) of Position:

- To execute the administrative development functions, including but not limited to donor database, record keeping, fundraising processes, mailings, etc.
- Enhance the effectiveness of the development team by providing information and resource management support.
- Represent the Development team to others internally and externally.

Core Competencies:

- Excellent organizational and planning skills among multiple projects simultaneously, with great attention to detail, utilizing strong written and verbal communication.
- Work independently with little supervision and in a team environment.
- Computer literate having a good working knowledge of word processing, spreadsheets, and database application, ideally with Salesforce.
- Professional demeanor, approach, and appearance to reflect the level of professionalism PULSE brings, using these abilities to collaborate with team members, volunteers, and donors.

Key Responsibilities & Objectives:

- Enter and maintain donor and donation information into applicable system(s).
- Administratively support the Development team, prioritizing competing demands, applying sound judgment, and calmly juggling multiple projects and logistics.
- Ensure completion and management of departmental administrative duties (i.e. manage inventory of collateral, process mailings for development, database reporting, record meeting notes, make phone calls, etc.)
- Book and manage all travel arrangements for the Development team as needed.
- Manage the calendar of the Development team ensuring priorities are reflected and balance is maintained.
- Support and assist others within PULSE outside the development department as assigned.

Organizational Responsibilities:

- A follower of Jesus Christ and in agreement with the PULSE Statement of Faith, mission, and values.
- Develop strong relationships and work in cooperation with other PULSE team members.
- Professional demeanor, approach, and behavior consistent with the standards contained in PULSE manuals (i.e. Employee Manual, Financial Management Policy, etc.)

Other Responsibilities:

- Engage in personal and team development opportunities presented by PULSE Leadership.
- Assist and perform any and all other duties as assigned.