



JOB DESCRIPTION

Date: March 20, 2018

Position: Advancement Administrative & Project Coordinator

Reports to: Vice President, Advancement

FLSA Status: Non-Exempt

Work Hours: Full-Time

Short Description: The Advancement Administrative & Project Coordinator reports to the Vice President, Advancement and will provide administrative functions in support of City to City's (CTC) Advancement department. In addition, they will manage the execution of various projects for the Advancement team, ensuring that responsibilities and timelines are clear. The coordination role also requires organizing the systems to increase the team's capacity and move initiatives forward.

Responsibilities:

- Administrative support for Vice President, Advancement. Maintain his calendar and plan meetings, facilitate phone calls and email correspondence on his behalf, make travel arrangements, process expense and invoices
- Schedule meetings with prospects and donors
- Draft donor correspondence, memorandums, briefings and proposals
- Maintain a calendar of reports, meetings and events
- Assists with mass mailings to donors and other constituents
- Create and maintain a project management system for communication and marketing needs for the department
- Assist with data import, export, and updates
- Maintain data integrity of donors including: addresses, commitments, personal details, event participation, etc.
- Be aware of Advancement projects and manage timelines, reporting deadlines, etc.
- Create and run reports for Advancement team
- Work in collaboration with other CTC teams to ensure synergy with the Advancement team
- Provide special event support as needed (some evening and weekends as needed)

Skills:

- Excellent computer skills (Excel, Word, Outlook, and Google applications); Salesforce experience a plus
- Able to anticipate and solve problems
- Excellent interpersonal skills

- Self-motivated and proactive
- Ability to see big picture yet execute on the ground level
- Able to manage multiple tasks, adapt to changing priorities, work under pressure and meet deadlines
- Excellent organizational and administrative skills and outstanding attention to details
- Excellent oral and written communication skills
- Bachelor's degree

To apply, please send cover letter and resume to hr@redeemercitycity.com.