



Administrative Assistant Position Description

Attention Homes seeks an Administrative Assistant who will not only provide office reception and management but also handle our donor database and acknowledgment as well as in-kind donations. They will also be responsible for support to the Board of Directors and senior management team. Our ideal candidate will demonstrate a passion for serving displaced, homeless and runaway youth and will be a valued member of the administrative team.

Responsibilities

Office Reception:

- Answer phones, forward messages, manage faxes & provide friendly reception to all.
- Handle incoming & outgoing mail and packages as needed.
- Maintain an orderly and up kept lobby area.

Office Management:

- Administrative support for events and other development needs.
- Handle office supply orders & office cleaning scheduling.

Senior Management Support & Board Communication:

- Point of contact for Board members needing support and/or information.
- Communicate with Board regarding meeting schedules, agendas, attendance, and meeting notes.
- Update board contact lists & database records.
- Coordinate set-up, food, materials, etc. for monthly board and committee meetings.
- Provide scheduling and administrative support to senior management as needed.

Database Management & Maintenance:

- Manage the donor acknowledgment process by entering all donations into the database and sending timely thank you letters.
- Edit each quarter's thank you letter to specific donor type.
- Work with accounting to ensure monthly reconciliation is being done.
- Ensure database is being maintained by de-duplicating, updating records, and training other staff on DonorPerfect database.



In-Kind Donations:

- Receive, organize, and deliver all in-kind donations brought to the office.
- Work with program staff to determine most current in-kind donation needs.
- Collaborate with companies, churches, and the community to secure needed donations.
- Build and maintain an updated tracking system for established partners that can donate.
- Oversee proper acknowledgements for all in-kind donations.
- Manage the input of meal donations for our shelters in the database.
- Inform best practices around in-kind donation program and establish a streamlined system for storing.

Qualifications

Required

- Knowledge of and ability to use Microsoft Office and Excel.
- Meticulous attention to detail and very good organizing and troubleshooting skills.
- An ability to multi-task and quickly shift between all facets of the job.
- Ability to perform accurate data entry and produce high quality, professional work.
- Willingness to grow, learn and empower others.
- Strong verbal communication, written communication, and interpersonal skills.
- Sensitivity to the needs of at-risk youth in the care of Attention Homes.
- A background check passing grade.
- Experience with databases.
- Some evening and weekend work is required.
- Must have reliable transportation.

Preferred

- Bachelor's degree preferred.
- Knowledge of DonorPerfect or other fundraising/volunteer management database.
- Nonprofit or related experience and a willingness to learn.

Position Status: Full-time with benefits

Reports to: Director of Communications

Salary Range: \$36,000-\$40,000/year

To apply:

Send resume, cover letter describing your interest in this role, and your salary history to contactah@attentionhomes.org with the subject line "Administrative Assistant"

About Attention Homes

Attention Homes is a safe resource for youth in crisis providing shelter, structure, and access to crucial services so that homeless and displaced youth can become stable, independent members of our community and achieve their potential. For more information, visit www.attentionhomes.org