



## Conservation Resource Alliance

### **Administrative/Development Assistant**

#### **Job Description**

Supervised by/Reports to: Director

Supervises: N/A

**General Summary:** The Administrative/Development Assistant supports CRA's operations including office, board, staff, membership, communications, fundraising and program activities. Position requires strong organizational and work-flow management skills, computer application and data management aptitude, and professional business experience. Full time, hourly position with full benefits.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform.

The Administrative/Development Assistant performs primary duties focusing on General Office/Organizational Support, Database Management, Development and Communications Support, and Program Support. Secondary duties may involve assisting with contract administration, grant administration, document retention, accounting, or benefits administration activities.

#### **General Organization/Office Support**

Primary responsibility for daily mail, bank deposits, phone reception, and distribution of vendor checks.

Primary responsibility for managing office equipment and supplies.

Support for Board, Committee, and staff meetings, with IT and web meeting support, notes, and filing.

General support to CRA's Director and management team, including support for document retention, accounting, and benefits administration.

#### **Database Management**

Primary responsibility for processing and maintaining contact data using Salesforce, including support for queries, reports and analysis under direction of CRA's development staff. Involves follow-up, research, and constituent contact.

Candidates must exhibit a passion for data-driven strategies and being meticulous in data handling.

Primary responsibility for daily database work:

- Maintaining integrity of donor database content – imports, exports, cleansing and quality control
- Gift processing

- Constituent record updates
- Building complex queries
- Mailing and Donor list generation
- Import, export, and global add functions
- Analysis and manipulation of Excel spreadsheets
- Attending educational workshops; reviewing publications; establishing personal networks; participating in technical societies

### **Development/Communications Support**

Primary responsibility for preparing donor acknowledgement letters, and support for thank you calls.

Support for mailings related to newsletter, campaigns, annual reports and events.

Support for updating CRA's website content.

Support for sending electronic communications "e-blasts" to constituent groups.

### **Program Support**

Support for e-blast, mailings, web postings, filing and calendar activities related to CRA's project work.

Occasional support for project events.

Support for project reporting and/or proposals, especially related to contact or other data and editing

Support for contract and grant administration to assist CRA management.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

Educational requirements: A.A. or B.A. degree in administration, business, computing, or a related field is preferred.

Thorough knowledge and skills using Windows operating system, Microsoft Outlook, including Outlook Calendar and Meeting Invitation functions, Word and Excel, and Adobe Acrobat Pro.

Basic knowledge and skills using web browsing, research, and website posting applications.

Knowledge and skills using contact management systems and/or other data management systems for data input, data quality assurance, queries and reports. Experience with Salesforce is a plus.

Knowledge of important confidentiality and security practices for handling donor information, deposits, and credit card information.

Knowledge of basic office equipment operations, including copy machine, scanner, multi-line telephone, postage meter, answering machine.

Knowledge and skills using on-line survey tools is preferred.

Knowledge of professional correspondence and communication techniques and formats.

Thorough proficiency in English, grammar, spelling and punctuation.

Skills in time management and effectively managing multiple priorities.

Writing skills, including meeting minutes, press release, and other copy writing and editing.

Skills and experience with standard banking transaction forms including deposits and checks.

Ability to work on multiple tasks under direction of different people, taking initiative to ensure tasks are completed according to priorities and deadlines.

Ability to communicate effectively with a wide range of constituents.

Ability to perform data input and data management activities with very high accuracy.

In addition to the above requirements, all positions at CRA require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the public. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of the position without excessive absences.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work requires extensive keyboard operation, use of standard office equipment and technology
- Occasional evening or weekend work required for special event support
- Must maintain a valid Michigan driver's license

**Compensation and Benefits:**

Starting wage range \$12.50-15.50 per hour depending upon qualifications.

CRA offers a full range of employee benefits including group health insurance, SIMPLE IRA with employer matching, combined paid time off, paid holidays, Flex time, a Section 125 Flexible Spending Account plan for pre-tax payments of insurance premiums, medical expense reimbursements, and dependent care reimbursements, and an incentive compensation plan.

**Employment Status:**

Fair Labor Standards Act – Non-Exempt Position. Full time or minimum 35 hours per week. It is the policy of CRA that all employees in this job classification are employed at the will of CRA and may resign or be dismissed with or without cause or notice at any time during employment.