



Administrative Assistant - Development

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Development Assistant supports the administrative needs of the Chief Development Officer and the fundraising department. Candidates should be a strong communicator, detail-oriented, highly organized, and have the ability to work with a sense of urgency. They will have experience in administration and preferably in supporting executive level staff. Good interpersonal skills and professionalism are essential. This candidate will be a part of the fundraising team and must be comfortable working and performing in a high-paced environment.

Responsibilities include

- Supporting the Chief Development Officer by scheduling donor visits, tracking donor interactions, which includes management of schedules, agendas, and calendars.
- Scheduling meetings with donors, board members, and others.
- Preparing agendas, information packets, and other documents for meetings.
- Provide administrative support for appeals, donor mailings, fundraising events, phone inquiries, and in-kind gift tracking.
- Assist with general clerical support for the department, such as scheduling and preparing for meetings, proofreading, scribing meeting minutes, managing the team's departmental budget and invoices, purchasing, inventory, and filing.

Personal Qualities:

- Methodical -- Strong attention to detail and problem solving skills to evaluate performance, prepare reports, and recommend solutions using independent judgment. Ability to move from concepts to action.
- Reliable -- Demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines.
- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.



- Driven -- Passion for the work and an interest in continuous learning and improvement.

Preferred Experience and Qualifications:

- Bachelor's Degree with a minimum of 3 years' administrative experience, preferably in a fundraising, development or sales environment.
- Demonstrated administrative skills, including managing and prioritizing multiple events or projects.
- Experience managing schedules for executive level staff
- Ability to work independently, in a team environment, and in collaboration with colleagues.
- Experience using and managing donor databases (such as eTapestry).
- Strong Microsoft Office skills, including Outlook, Excel, and Word.
- Excellent attention to details, the ability to be flexible and meet deadlines.
- Highly organized and motivated, with good interpersonal, problem-solving and analytical skills.
- Proficient in oral and written communication skills.

Supervisor:

Chief Development Officer

Salary and Benefits:

- Full-time salaried position with benefits as determined in current Beyond Housing Employee Handbook

Application Instructions:

Please send resume, cover letter and salary requirements in MS Word format to HR@BeyondHousing.org by **March 30, 2019**. **Candidates who do not submit a cover letter will not be considered.**

For more information on Beyond Housing, visit www.beyondhousing.org.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.