**Development and Business Office Administrative Assistant**

**Job Description**

This position primarily assists in the administrative aspects of the Development and Business Office with the potential to perform other business office clerical activities as needed. 10-18hrs/week (days/hours are flexible)

* Gift entry, receipting and donor account management. This includes coding gifts properly into Donor Perfect, processing receipts and managing the specific details of the donor’s request (ie. anonymous, dates of pledge fulfillment, matching gift information, requests for annual receipts etc.)
* Track sponsorships and brick data for Sports Complex/Playground campaign. Keep database of donors that qualify for naming or sponsorship benefits. Track inscriptions that have been submitted and verify with donors.
* Track participation totals for different constituencies (current parents, students, staff, by classroom)
* Updating marketing materials (posters, flyers, website) with current data (participation and goal progress etc.)
* Assist in gathering necessary information for grant writing
* Helping with mail merges, stuffing envelopes, making copies
* Keeps a database of Alumni with contact permission and information
* Filing, general data entry, matching invoices, basic payroll accounting tasks in excel

Qualifications:

* Professionalism and ability to keep data confidential
* High attention to detail
* Experience in MS Word and Excel
* Interest and/or experience in Marketing and Fundraising
* Experience in graphic design a plus
* Experience in grant writing a plus
* Good with numbers
* 2+ years experience working in an office setting
* Minimum of 2 year college experience