JOB DESCRIPTION

TITLE: Administrative Associate  CLASSIFICATION: Full-time, Non-Exempt
DEPARTMENT: Philanthropy  REPORTS TO: Vice President, Major Gifts

PRINCIPAL FUNCTION: As Jewish Atlanta booms, our team at Federation is growing to support the expanding community. The Philanthropy Department is looking for a motivated, flexible, detail-oriented and proactive associate to join our efforts as we expand the ways we engage with donors in the community. This position will provide planning, organizing and administrative support to the Philanthropy team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Project and Event Coordination

- Work directly with Major Gifts Professionals to develop Individual Community Campaign fundraising requests.
- Provide event support to the Philanthropy Team primarily with Premier Division and as needed for Women’s Philanthropy, Business & Professionals and NextGen divisions. This will include preparation and creation of materials, file management, data entry, donor services, RSVP management and other duties as assigned.
- Provide support for committee meetings: manage scheduling and invitations, checking calendars, tracking RSVPs, room logistics, food, follow up with non-responders, copies, table tents, name tags, etc.
- Attend meetings, take minutes and review them with lead professional prior to distribution. Initiate follow up as needed.
- Participate in creative and planning process of prospect and donor events.

Administrative Assistance

- Schedule internal meetings.
- Submit expenses for reimbursement.
- Run analytic reports from the CRM (Blackbaud/Salesforce).
- Manage the collection, tracking, aggregation of data.
- Respond to donor inquiries via email or phone.

March 2020
• Provide switchboard coverage including troubleshooting community member issues and requests.
• Other duties as assigned.

*The above job duties and responsibilities describe the general nature and level of work for an employee in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of an employee in this job.*

**QUALIFICATIONS:** Associate’s or Bachelor’s degree, minimum 2 years full-time related work experience within a nonprofit or customer service-oriented organization. Experience with multi-line phone systems, Outlook, and database management. Ability to manage difficult conversations. Understanding and commitment to the Jewish community. Excellent verbal and written communication skills and proficient computer skills. Ability to multi-task and exercise sound judgment.

**PHYSICAL REQUIREMENTS:** While performing the duties of this position, this position will require prolonged periods of sitting at a desk and some standing and walking. Must be able to occasionally lift and/or move up to 10 pounds.

*Jewish Federation of Greater Atlanta is an equal opportunity employer.*