**Position Summary:**

The Administrative Assistant is responsible for managing the day-to-day operations of the office. This position will work closely with and take direction from the President & CEO. The Administrative Assistant plays a vital role by providing administrative support to the President & CEO, PFF staff, and development team. General duties include scheduling and preparing for meetings, maintaining office inventory and ordering supplies, serve as point of contact for the office regarding day to day administrative and operational issues. Success in this role allows the President & CEO to fully function on the fundraising success of the organization and also allows for an organized work environment.

**Primary Duties:**

* Responsible for preparing acknowledgement letters for donations, authoring other correspondence, setting up meetings, researching and preparing for meetings with donors and stakeholders, and maintaining donor files.
* Support the finance function with the proper processing of income & expense.
* Provide direct support to Development staff and assist with the creation of systems and processes for grant awards.
* Manage the office through ordering supplies, scheduling meeting space, calendar coordination and assisting with Board/committee meetings.
* Track deadlines and ensure timely submission of memberships, subscriptions, certifications, credentialing, and campaigns.
* Assist CEO with management of board of directors, to include managing correspondence to the board of director, maintaining accurate board records, and onboarding of new board members.
* Oversight and management of summer internship time card and processing system.
* Processing of background checks for volunteers and staff.
* Provide administrative support for key PFF internal and external events.
* Other duties as assigned by the President & CEO.

**Qualifications:**

* Previous administrative support experience is preferred.
* Highly organized and detail oriented with an ability to manage spreadsheets and sensitive donor information.
* Ability to prioritize tasks and meet deadlines.
* Ability to work independently with limited supervision.
* Ability to communicate and write effectively.
* Proficiency in database management, Microsoft Word, Excel, and PowerPoint.
* The ideal candidate must be a self-starter who anticipates the needs of the team and responds accordingly.

**Salary:**

20-25 hours per week with negotiable hourly wage.

**Please submit résumé and cover letter via email (subject line: Administrative Assistant Position) to PFF@partnershipforthefuture.org. Please no phone calls. Open until April 30th or until filled.**