

Development & Administrative Associate

Position Overview

Canal Welcome Center is looking for an experienced Executive Assistant to support the Executive Director and play a key role in the organization's communications and fundraising efforts. The Canal Welcome Center supports immigrants and low-income families of Marin County in advancing their social, cultural, and economic well-being and participating fully in the broader civic life of U.S. society. Our programs promote leadership and economic development, and social, restorative, and environmental justice.

We are looking for an Executive Assistant with excellent organization, communication, and data management skills, strong attention to detail, and commitment to social justice. The ideal candidate will successfully prioritize among multiple projects, initiate process improvements, and build relationships with various constituents including community members, current and prospective donors, local businesses and foundations, and the CWC Board of Directors.

Primary Responsibilities:

Administrative Support

- Provide administrative support to Executive Director, including scheduling appointments, prioritizing and coordinating meetings; prepares Executive Director for meetings, ensuring he has all needed materials and information
- Maintain and keep current key organizational materials, including Board lists, organizational chart, manuals and letterhead
- Perform basic bookkeeping tasks including bill paying, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit etc.
- Maintain organizational electronic files and documents

Fund Development

- Process grants and donations and provide timely, accurate grant reporting
- Assist donors with gift transactions, including check and credit card donations, and send timely gift acknowledgements
- Serve as first point of contact for external inquiries related to fund development
- Track and report on proposal and report deadlines, donor campaigns, overall fundraising progress, and other metrics as needed
- Track donor meeting notes, emails, phone calls, and other items related to donor relationships
- Work closely with fund development consultant to create and track progress to goals, and create high quality grant proposals and reports

Communications

- Prepare polished reports, memos, and documents as needed for both internal and external audiences
- Update and maintain Canal Welcome Center website, social media and communication materials as needed
- Support Canal Welcome Center rebranding process
- Respond to email and phone inquiries from various constituencies in an accurate, professional manner

Qualifications

- At least 2 years of relevant experience
- Proficiency with spreadsheets, databases, and word processing. Familiarity with QuickBooks and DonorPerfect a plus.
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for Canal Welcome Center's mission

Interested applicants should submit resume and cover letter by August 16, 2017 to jobs@cwcenter.org