

Administrative / Development Assistant
Citizens for Global Solutions (CGS)
Sonoma County, CA

About CGS: In today's increasingly interdependent world, our lives, families and communities are affected by numerous global challenges including climate change, terrorism, nuclear threats, cyber security breaches, pandemics and human rights violations. Citizens for Global Solutions (www.globalsolutions.org) is a national non-profit organization dedicated to identifying and promoting solutions to global problems that no one nation, no matter how powerful, can solve by itself.

About the Position: We seek an exceptional individual to serve as a half-time (~20 hours/week) independent contractor, responsible for two areas, (1) as an Administrative Assistant to the Executive Director, and (2) to provide administrative support for our development / fundraising activities. Although CGS is based in Washington DC, the ideal candidate will live in Sonoma County or nearby, so they can meet directly with the Executive Director and Development Consultant, who live in Sonoma and Marin Counties respectively.

Primary Responsibilities

- Gate keeper for e-mail and other ED communications (prioritize and triage)
- Schedule meetings and arrange conference calls
- Attend meetings, take notes, and brief ED on discussions and decisions made
- Work with staff and volunteers on a variety of projects
- Help maintain e-files on our virtual drives

- Assist in the writing, editing and production of development materials such as Case for Giving Statements, brochures, flyers, letters, etc.
- Maintain stewardship and cultivation contact with donors
- Maintain, collect, edit and provide reports from donor database
- Assist in the research and development of corporate and foundation requests
- Perform other administrative tasks as needed

Preferred Qualifications

The ideal candidate will have at least three years' experience as an Administrative Assistant and familiarity with development/fundraising activities. S/he also will have a proven track record of:

- Working independently

- Good communication with board members, volunteers and the general public
- Outstanding organizational skills including the ability to set, maintain and meet deadlines.

Other qualifications include:

- Interest in and commitment to the vision, mission, and values of Citizens for Global Solutions.
- Working knowledge of (or willingness to quickly learn) Google Suite, Doodle, Zoom, ASANA, donor database software and the development operations of Citizens for Global Solutions.
- Ability to work with people of different political, religious, economic, racial, ethnic and sexual orientations and backgrounds.
- Flexibility to work some evening and weekend hours when necessary to carry out the job description.
- Excellent interpersonal skills, including tact and a good sense of humor.
- The ability to work under pressure when necessary and to get the job done when deadlines approach.
- Willingness and ability to track and account for their time.
- Integrity and the willingness to maintain confidentiality.
- Creativity and flexibility to help define what tasks you should handle.

This is a contract position that reports to the Executive Director. The Administrative/Development Assistant will likely have weekly face-to-face meetings with the Executive Director in Sonoma County and will otherwise work virtually. Compensation is \$20 per hour to start.

To apply, please send a cover letter, resume, salary history, and brief writing sample (no more than three pages) as attachments (MS Word format or rich text preferred) to outreach@globalsolutions.org. ***Please write "Administrative Assistant" in the subject line and include your cover letter in the body of your email. In your cover letter, please address clearly how you meet the qualifications above.***

Deadline for receipt of applications: February 15, 2020