



Job title	<i>Development and Administrative Specialist</i>
Reports to	<i>Director of Organizational Development</i>
Department	60-000
Grade	4

Job summary

Discovery Lab seeks an energetic and organized professional to serve as Development and Administrative Specialist. This full-time position reports to the Director of Organizational Development and is an integral member of Discovery Lab's back office fundraising administration. Specific responsibilities includes: donor and member database maintenance and reporting, administrative support for the Director of Organizational Development and Executive Director, administrative support for grants and fundraising events, support of the Board of Directors including preparation of meeting materials and minutes, and coordination of back office calendars, supplies and equipment. Strong organizational skills, attention to detail, and a pleasant, positive rapport are necessary for this position.

Duties and responsibilities

Primary functions:

1. Donor Database:

- Maintains Altru donor database including timely gift processing and tracking of all donor data, acknowledgements, queries, mailing lists, and reports.
- Assists with creation and maintenance of donor lists, queries, and reports.
- Filing all donation-related paperwork and maintaining organized filing systems and binders.

2. Administration:

- Processes incoming mail.
- Perform mail merges and reports for Development and Marketing departmental mailings (snail mail and email blasts) for events and on-going campaigns.
- Maintains departmental and administrative calendars: schedules internal and external meetings, setting agendas, taking minutes, and tracking follow up items.
- Provides administrative and calendar support to Director of Organizational Development and the Executive Director..
- Provides administrative support for Board of Directors meetings including set up, preparing agendas, and minutes.
- Provides administrative and database support for implementations of fundraising and marketing events, with responsibility for processing donations and donor follow up, data entry, guest tracking, and reporting.
- Point person for the ordering of administrative, development, and marketing supplies and tracking according to appropriate budgets.

3. Grant Support

- Utilizing financials and Altru database, maintains standard, formatted materials for use with grants such as monthly and year to date financials, program notes, and benchmarking materials.

Secondary functions:

- Assumes other tasks and responsibilities as assigned by the Director of Organizational Development or Executive Director.

Qualification requirements

Knowledge and skills:

- Highly motivated with the ability to exercise initiative and good judgment, ability to deal with rapidly changing priorities, possess excellent problem-solving, organization, administrative, and interpersonal skills.
- Ability to effectively manage and track multiple projects simultaneously, work well under pressure with a high degree of accuracy, and meet stringent deadlines.
- Computer literacy with demonstrated competence in word processing and spreadsheet applications.
- Excellent communication skills, both oral and written, and ability to maintain confidentiality.
- Thorough knowledge of business English and math, office/accounting/budgeting principles, procedures and standards.

Education and work experience:

- Minimum 2 years administrative or development experience or equivalent.

Preferences:

- Bachelor’s Degree preferred or equivalent combination of education and experience.

Working conditions

This job is a regular, full-time, non-exempt, hourly position. The typical work schedule for this job is Monday-Sunday between 9 am – 5:30 pm. Occasional after hours may be required. Shared office environment.

Physical requirements

55% Sitting, 35% Standing, 10% Lifting/Carrying/Pushing/Pulling no more than 10-50 lbs.

Additional requirements

- Valid driver’s license
- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

Direct reports

None

Approved by:	
Date approved:	
Revised:	

This position description is representative of the major position requirements and is not intended to be all inclusive.

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