

**Job/Position Title:**

Reports to:

Classification:

**Administrative and Development Assistant**

President &amp; CEO, Fundraising Leadership

Full-time; Non-Exempt

**POSITION SUMMARY**

The Administrative and Development Assistant provides administrative support to the CEO and Board of Directors such as scheduling and managing appointments, Board/chapter operations work, among other duties. The position also provides support to the fundraising leadership team. The position serves as a back-up receptionist and delivers outstanding internal and external customer service to ensure the highest quality experience with Make-A-Wish® Wisconsin.

**JOB DUTIES AND RESPONSIBILITIES****Administrative Responsibilities**

- Acts as Assistant to the CEO, plus provides support for the Board of Directors and leadership team -- including, but not limited to providing scheduling and managing CEO's calendar, preparation of meeting documents, preparing expense reports, managing files, research and communications, coordinating staff meetings, retreats, recognition, travel, annual Board retreat and dinner and general administrative support.
- Serves as a primary liaison to the Board of Directors including scheduling, communicating, and coordinating Board and Board committee meetings; compiling and editing email communications to the Board on chapter activity; maintaining/updating Board committee assignments, Board orientation materials, tracking Board of Directors' annual giving and Board report card.
- Supports CEO with donor notes, ensures accurate recording of information in Salesforce database and files.
- Supports CEO with employee recognition, administrative forms: birthdays, anniversaries, Board/staff list, hiring/on-boarding duties, etc. Supports CEO with donor care/stewardship/recognition (Board thank you notes/calls, calendar). Assists CEO on special projects and internal event support as needed.
  - Ensures back-up coverage of the front desk during business hours and opens the mail with the Donor Care & Database Specialist.
  - Always maintains a professional presence and rapport in interactions by phone or in person, in the face of rapidly changing circumstances, with Board members, volunteers, donors, wish families, staff, and the community at large.
  - Performs other duties as assigned

**Development Responsibilities**

- Writes grants to Wisconsin Foundations to secure funding, with support from fundraising leadership team. Tracks grants in Salesforce. Maintain existing grant relationships and build new opportunities.
- Writes donor stewardship/acknowledgement wish stories, and letters for chapter office needs.
- Organizes donor thank you calls with staff/board members and lead donor Thank-A-Thon calling event.
- Supports fundraising leadership team with Planned Giving Tracking and Systems.
  - Manages a variety of donor care responsibilities with CEO and fundraising leadership team to align donors with the wish experience.
- Supports special constituent committees as needed.

**QUALIFICATIONS**

- A commitment to and passion for the Make-A-Wish mission. Must maintain a high degree of confidentiality and discretion while regularly dealing with sensitive information and issues.
- Bachelor of Arts or Science Degree required. Previous non-profit and executive level administrative support experience desired.
- Outstanding customer service skills required to ensure our goal meets and exceeds expectations. The ability to work effectively with diverse groups successfully in a fast-paced, collaborative, team-oriented organization is essential. A demonstrated commitment to high professional and ethical standards.
- Knowledge of Microsoft Office programs and general office equipment. Salesforce experience desired.
- Positive, self-motivated, creative, problem-solving team player who is a detail-oriented, highly-organized, caring professional with excellent written, oral, organizational and interpersonal skills. The ability to prioritize and manage multiple responsibilities at a time with minimal supervision is essential.
- Must have a valid driver's license, reliable transportation and be willing to work evening and weekend hours as needed.

Submit cover letter, resume and salary requirements (required) to: [info@wisconsin.wish.org](mailto:info@wisconsin.wish.org) by September 28, 2022.  
Subject Line should read "**Administrative & Development Assistant**" **NO PHONE CALLS PLEASE!** Only candidates selected for interview will be contacted