



community sailing center

lake champlain : burlington vermont

Executive/Development Assistant Job Description

Overview

The Executive/ Development Assistant ensures the efficient day-to-day operation of the office, and supports the work of management and other staff. They will develop and build relationships with the constituencies that provide revenue and in-kind support for Lake Champlain Community Sailing Center to fulfill the vision and mission of the organization. In partnership with the Executive Director, the position is responsible for planning the overall organization, operation, and coordination of the organization's development and fundraising efforts.

Qualified candidates will have an exceptional eye for detail and be capable of responding to a wide range of requests for fundraising and communication needs, systems development and implementation, and will be able to work effectively with a variety of staff across the organization while working closely with the Executive Director. The candidate understands ethical behavior and business practice, communicates effectively, assesses situations to make decisions that are within the best interest of the organization, sets priorities and monitors and tracks progress towards goals while working as part of a team.

Reports to: Executive Director

Classification: Permanent, full -time position

Pay: Salaried; pay commensurate with experience; health and dental insurance, 401K retirement plan, vacation/sick time

Start Date: October 1, 2016

Prerequisite Skills

Candidates for this position will have:

- Bachelor's degree and/or related experience required;
- Solid organizational, project management and time management skills;
- Portfolio of previous work that demonstrates competencies in all areas of the role;
- Database management experience;
- Proficiency in the use of computer programs for:
 - Word processing
 - Spreadsheets & Data Analysis
 - Bookkeeping
- 1-3 years of experience in an office setting.

Responsibilities

Administration

1. Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
2. Sort incoming and outgoing mail, and courier deliveries for distribution.
3. Purchase, receive and store the office supplies and schedule maintenance as necessary.
4. Code and file material according to the established procedures.
5. Update and ensure the accuracy of the organization's databases.
6. Provide administrative support to management and other staff.



Development & Fundraising Management

1. Prepare acknowledgement letters and other correspondence.
2. Maintain foundation, corporation and individual donor files.
3. Create monthly fundraising reports and other database reports as needed.
4. Continually update and correct database records.
5. Conduct preliminary research on prospective corporate foundation and individual donors.
6. Provide support with management and program staff creating grant and other funding proposals.
7. Gather information for accounting to process donations.
8. Coordinate productions and mailing of periodic appeal letters.
9. Answer donor questions regarding giving options.
10. Maintain guest lists, gather, and prepare registration materials and other duties for fundraising events.
11. Assist Campaign Director with event planning for cultivation events as needed.
12. Handle all administrative details associated with the Development Committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.).
13. Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
14. Assemble media and donor kits for events and meetings.
15. Other duties as assigned by the ED and coordinated with the Campaign Director.

Board of Directors

1. With the Executive Director and Board Committee Chairs, prepare meeting agendas and supporting material for distribution.
2. Ensure the timely distribution of material to the Board.
3. Support the Board with meeting arrangements.
4. Draft minutes of Board meetings for review by the Executive Director and Board Chair.
5. Create action list for management from board meetings.
6. Maintenance and upkeep of Board Wiki webpage.