



Executive Administrative Assistant

Position Description:

The Fulfillment Fund is a nonprofit organization in search of an Executive Administrative Assistant who will be responsible for providing support to the Vice President for Development and External Affairs. The incumbent will work closely with all Development and External Affairs staff on department / inter-departmental projects and special events; will perform a range of administrative tasks and duties in support of the Vice President and development operations. Will participate in activities to help promote, market and raise money for the Fulfillment Fund as directed by the Vice President. .

Responsibilities:

- At the direction of the VP, interface with the CEO, senior management team, Board members, donors, volunteers, staff, the public and other contacts of the VP.
- Maintain the highest level of confidentiality and discretion in all matters related to support of and interaction with the VP, CEO, Board of Directors, and senior management team.
- Manage and maintain the VP's calendar, schedule appointments, make reservations, and handle travel arrangements.
- Prepare expense reports for VP and track departmental budget expenditures.
- Screen and respond to email and telephone inquiries on behalf of VP.
- Coordinate VP and departmental meetings, including securing conference rooms, food/beverage set up, and preparing meeting agendas and materials.
- Draft and proofread correspondence and prepare for mailing as directed by VP.
- Compile and assemble data and materials for reports, presentations, and information packets.
- Create, edit or review reports, correspondence, and various other copy and check for accuracy.
- Maintain master calendar of department events and activities.
- In collaboration with Development Operations Manager, assist with gift acceptance, processing, receipting, reporting, and acknowledgment. Also assist with sponsor program administration.
- In collaboration with Development Operations Manager, maintain inventory and organization of departmental files.
- Update and analyze donor information in Raiser's Edge database and generate reports as directed by VP.
- Serve as back up to Development Operations Manager in managing the administrative and information technology needs of the department.
- Conduct basic Internet research and use other online resources to gather information on donors and donor prospects in preparation for donor meetings and solicitations.
- Take notes and prepare minutes/next steps from department meetings and other meetings as directed by VP.
- Provide backup support to CEO and assist with Board related meetings as needed.
- Assist with planning, organizing, and staffing special events.

Qualifications:

Knowledge, Skills, Ability & Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- A team player, strong interpersonal skills, flexible and a positive attitude.
- Highly organized, detail oriented and skilled at multi-tasking.
- Proficient in use of Outlook, Word, Excel, PowerPoint and donor/client databases. Specific knowledge of Raiser's Edge preferred, but willing to train.
- Ability to exercise confidentiality, discretion, diplomacy, and professional poise.
- Excellent verbal and written communication skills.
- Ability to type 70-80 wpm.

Education and/or Experience:

Bachelors Degree preferred and a minimum of five years professional work experience and three or more years of executive, administrative or development assistant experience working for a Director, Vice President or higher level manager. Experience working in a development/fundraising environment preferred but not required.

Certificates, Licenses, Registrations: A current California Driver's License and current automobile insurance requested.

To apply, please send resume, cover letter and salary history to:

Human Resources
Fulfillment Fund
6100 Wilshire Blvd. Ste. 600
Los Angeles, CA 90048
humanresources@fulfillment.org or fax 323-525-3095

The Fulfillment Fund is an equal opportunity employer.