WOMEN DONORS NETWORK
Generosity Multiplied

EXECUTIVE ASSISTANT/ADMINISTRATOR
MAY 2015

Background
Women Donors Network (WDN) is a community with a purpose – we advance a more fair and just world by leveraging the wealth and power of our national network of 200+ progressive women donors. We are seeking an experienced Executive Assistant/Administrator to work in partnership with our staff team to support our work and further WDN's strategic goals. We are currently leading initiatives to strengthen our donors' effectiveness as social justice philanthropists, to help donors become more skilled allies and advocates, to achieve greater representation of women and people of color in elected office, and to award grants to grassroots movement-building organizations. To learn more about WDN, visit womendonors.org or check out our Reflective Democracy Campaign at wholeads.us.

The successful candidate will have a demonstrated ability and enthusiasm for working both independently and collaboratively with a fast-paced team. The responsibilities include executive support to the President & CEO, accounting, and office administration. Excellence in all three areas will be essential. This position is fulltime and reports to the Chief Operating Officer. We are currently a staff of nine, plus an internship program. We believe that a diverse and inclusive staff is integral to our work. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities.

Primary Areas of Responsibility include:

EXECUTIVE SUPPORT TO THE PRESIDENT & CEO (35%)
- Manage the President & CEO's calendar, including arranging calls, meetings, and travel as needed.
- Support the Board of Directors with logistical, scheduling, and technical support for meetings and calls, and by taking minutes for some meetings, as needed.
- Provide ongoing high-level executive support to the President & CEO and work on special projects together as needed.
- Prepare and submit expense reports and manage credit card receipts for the President & CEO.
- Participate in event planning and take primary responsibility for logistics and materials for some events in support of the President & CEO's work.
- Establish, organize, and maintain the President & CEO's files and contacts, both electronic data and hard-copy records. Update and ensure the accuracy of the President & CEO's contact list.
- Proactively work to ensure excellence and smooth organization for the President & CEO in all areas, to prevent mistakes, miscommunication, and logistical mix-ups.
- Draft occasional correspondence or memos.
- Build and maintain strong, collaborative working relationships with WDN's members, prospective members, Board of Directors, staff, and organizational partners in the field.

ACCOUNTING AND DONOR STEWARDSHIP (35%)

- Perform the accounts payable function by processing bill payments using QuickBooks.
- Maintain vendor and customer databases in QuickBooks.
- Assist with Accounts Receivable and record credit card donations in QuickBooks.
- Maintain donor records in Salesforce database and create thank you letters for contributions.
- Track members' pledges and payments for a variety of projects on Excel spreadsheets.
- Analyze programmatic costs and help design clear reports for management.
- Participate in donor stewardship activities and collaborate with the Development team.
- Enter employees' credit card charges in QuickBooks, reconcile statements with receipts, and follow up with staff as needed.
- Organize and file financial records related to vendors, members, grantmaking initiatives, and educational programs.
- Assist with preparation of materials for WDN's annual audit and IRS reporting.
- Provide light administrative support for the Chief Operating Officer.
- Work closely with the Chief Operating Office to suggest process improvements that streamline operations, improve cost-effectiveness and efficiency, and ensure excellence and accuracy.

OFFICE ADMINISTRATION (30%)

- Handle light reception duties, including having primary responsibility for answering the main phone line and greeting visitors.
- Provide general administrative and clerical support, including photocopying, faxing, filing, occasional errands, and buying stamps.
- Monitor the inventory of office supplies, stamps, and collateral materials and work with the Project Manager to re-order cost-effectively as needed.
- Support the full staff team with organization and scheduling support, maintaining the President & CEO's calendar as the master calendar for the organization.
- Prepare and assemble materials for events and mailings, such as our Annual Conference and annual renewal campaign, in coordination with the Project Manager.
- With support from the rest of the staff, take responsibility for keeping conference rooms and common areas organized and well stocked.
- Participate in bi-weekly full-staff meetings, offering ideas and support.
- Support the implementation of WDN's programs and take on ad-hoc projects as needed.
- Participate in event planning and manage logistics for some WDN events for members or prospective members.
- Schedule staff meetings and coordinate office celebrations and staff events.

REQUIREMENTS

- At least 3 years' experience in an executive support or office administration position, with accounting experience or training preferred
- Superb organizational skills
- Demonstrated values consistent with the mission and vision of WDN
- High standards of ethics and integrity
- Excellent interpersonal and oral communication skills
- Excellent written communication skills, including proofreading ability
- Aptitude for and comfort with numbers and basic math
- Excellent attention to detail and strong commitment to ensuring accuracy
- Computer savvy and proficient in Microsoft Office applications (Word, Excel, Outlook, PowerPoint)

- Experience with QuickBooks and/or customer databases such as Salesforce preferred
- Tact, discretion, and sensitivity to confidentiality
- Ability to work effectively under pressure and meet deadlines without sacrificing accuracy
- Ability to organize and manage multiple tasks simultaneously
- Willingness to work with minimal supervision and adapt to shifting priorities in a fast-paced environment
- Experience working with donors or in a foundation or other nonprofit desirable
- Flexibility, positive attitude, and an affinity for teamwork are essential
- Bachelor's degree required, with some accounting or bookkeeping experience helpful

WDN provides highly competitive compensation based on skills and experience, with excellent health, dental, vision, life insurance, vacation, retirement benefits, family-friendly workplace policies, and the possibility of occasional telecommuting. This position is fulltime, exempt, and generally office-based. Daily hours of operation are from 8:30 am to 5:00 pm.

How to Apply

To apply for this position, please submit the following materials to apply@womendonors.org:

- Cover letter describing your interest and relevant experience
- Current resume
- Three references with contact information

Incomplete applications will not be considered.

Applications accepted until the position is filled.

Absolutely no calls, please.

WDN is an equal opportunity employer. Applicants shall not be discriminated against on the basis of race, religion, sex, national origin, color, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, or marital status.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise us of your needs in writing at the time of application.

The work environment characteristics and the physical demands described here are representative of those an employee encounters while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.