

Care Fund Executive Assistant Job Description

Reports to: Executive Director

Department: Care Fund

EEO Class: 5

Status: Full-time

FLSA Status: Non-exempt

Approved by: Human Resources

Pay Grade: TBD

Date updated: February 26, 2018

Background: Learn by doing good! Join an entrepreneurial team seeking to grow a statewide non-profit to a national organization serving children and families. Bill Rogers, CEO of Homeowners Financial Group, Co-Founder of Care Fund and ASU graduate said, “No family should have to choose between paying their mortgage or caring for their ill child.” In five years, Care Fund has helped more than 500 families stay in their homes and bedside by their child, granting more than \$1.2 million in mortgage and rent payments. We can do more - with your help!

Position Summary: The Care Fund Executive Assistant position requires a high level of professionalism, organization, and confidentiality. This is a new full-time position, and the Executive Assistant will have the opportunity to build and execute essential processes and procedures. This position will partner with the Executive Director to ensure the execution of the Care Fund’s mission in an efficient and timely manner.

Essential Duties:

- Embrace the mission, vision, and values of the Care Fund
- Provide executive and administrative support to the Executive Director and the Director of Development and Marketing
- Execute data entry and gift processing using Blackbaud Raiser's Edge software
- Compile applications from families for Care Fund support
- Reach out to families to offer assistance with incomplete applications
- Execute donation acknowledgements and maintain a donor stewardship system
- Answer phones in a warm and professional manner
- Execute a wide variety of clerical and organizational activities, including processing family grant awards, invoices, and reimbursements
- Assist with fundraising events and campaigns
- Assist the Executive Director in completing tasks required for compliance with 501(c)3 rules and regulations
- Represent Care Fund in the community with a high level of enthusiasm, professionalism, and integrity
- Ability to develop positive relationships
- This position will require the individual to drive their own vehicle to meetings, appointments, and events
- Willingness to assume additional responsibilities as needed
- Maintains a professional image and demonstrates an understanding of and follows all Policies and Procedures
- Other duties as assigned

Qualifications:

- High School Diploma or GED equivalent, required
- Three years of administrative assistant work experience
- Success as an administrative assistant

- Sound judgment and discretion when handling confidential information
- Strong written and verbal communication skills and self-confidence
- Technological aptitude and willingness to quickly develop expertise with new software as needed
- Experience with Microsoft Office Suite and either experience or the ability to become proficient with Blackbaud Raiser's Edge
- Ability to take direction
- Ability to organize and prioritize tasks, execute tasks with a high level of accuracy, and follow through effectively
- Positive attitude, willingness to learn, and genuine concern for the Care Fund's stakeholders and grant recipients.
- Bilingual English-Spanish language ability is a plus
- Must have a valid Driver's license
- Must be willing to travel in Arizona to assist with errands and events

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This job may require handling objects up to 10 pounds frequently and 25 pounds occasionally. While performing the duties described herein, the employee is regularly required to sit; use hands and fingers to handle or feel in addition to talking and hearing. The employee is frequently required to stand and walk. The noise level in the work environment is usually moderate. Office environment is normally climate-controlled.

Employee's signature below constitutes employees understanding of the requirements, essentials functions, and duties of the position.

Employee Name: _____

Employee Signature: _____ Date: _____

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. May perform other duties as assigned.