GIRL SCOUTS OF MICHIGAN SHORE TO SHORE POSITION POSTING

Title: Fund Development and Communications Administrative Assistant

Reports to: Director of Fund Development & Communications

Classification/FLSA Status: Part-time/-Non-Exempt

Location: Grand Rapids Service Center

Grade: 12

Position Summary: The Administrative Assistant provides support and logistical oversight for the entire team throughout the council, including project support. She/he projects a professional image through in-person, E-mail and phone interactions with staff and volunteers in a tactful and diplomatic manner and possesses exceptional organizational and record keeping skills. She/he must meet or exceed deadlines, expect the unexpected, maintain accurate and up-to-date records, prepare accurate, well-organized and presentable reports, and possess the ability to handle multiple projects simultaneously.

Essential Duties and Responsibilities:

- 1. Provides administrative and staff support of a responsible and confidential nature including writing, typing, filing, researching, mailing, creating, translating and proofing presentations, correspondence and other similar communications.
- 2. Create monthly fundraising and other reports as needed using database records.
- 3. Continually and consistently create update and correct database records.
- 4. Assist the Director with phone and communications, providing timely, engaging interactions with board members, donors, foundation and government representatives, and senior executives in government and the private and non-profit sectors.
- 5. Assist the Director with scheduling internal and external meetings.
- 6. Conduct preliminary research on prospective corporate foundation and individual donors.
- 7. Conduct a series of writing assignments including letter writing, report development, letters of inquiry, proposals, and other documents to solicit funding.
- 8. Support the submission of funding requests (e.g., compiling necessary documents, mailing application package).
- 9. Coordinate productions and mailing of appeal letters.
- 10. Provide quality customer service via phone, E-Mail and in person to internal and external customers.
- 11. Be knowledgeable with current publications and standards including but not limited to Girl Guide to Girl Scouting, guidelines, Volunteer Essentials, council policies, as well as the Girl Scout Mission and the Council Plan of Work.
- 12. Ensure the absolute security and confidentiality of all council records.
- 13. Ensure that diversity and pluralism are embraced and incorporated in to the work of the council.
- 14. Other related duties as assigned.

Requirements:

- 1. Adhere to Girl Scouts of Michigan Shore to Shore policies and procedures
- 2. Register as a member of Girl Scouts of the USA

Fund Development and Communications – Administrative Assistant

Qualifications:

- 1. AA degree in Business Administration or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
- 2. Highly developed people and project management skills
- 3. Outstanding interpersonal and communication skills
- 4. High computer proficiency and skilled in use of MS Office Suite; strong spreadsheet and report writing skills
- 5. Excellent judgment, with the ability to work independently and manage multiple projects and deadlines
- 6. Demonstrated time management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner and meeting deadlines
- 7. Commitment to Girl Scout values including an unequivocal commitment to pluralism

To apply for this position, submit a cover letter and resume or an Application for Employment to Girl Scouts of Michigan Shore to Shore, Attn: Human Resources, via E-mail https://example.com/hr@gsmists.org, fax (616) 784-8187, or mail 3275 Walker Avenue NW, Grand Rapids, MI 49544

GSMISTS is an Equal Employment Opportunity and Affirmative Action Employer.