

Vital Communities
Executive and Development Assistant

Job Description

Mission Statement:	Vital Communities engages citizens, organizations, and communities in creating solutions to our region's challenges.
Position Title:	ASSISTANT TO EXECUTIVE DIRECTOR & DEVELOPMENT ASSISTANT
Responsible To:	Executive Director
Date:	April 18, 2017
Status:	Non-Exempt, Full-time 36-40 hours/week (.9 – 1.0 FTE)
Location:	White River Junction, Vermont

Responsibilities: This position is responsible for providing administrative support to the Executive Director and supporting development efforts by recording gifts and income in our database, preparing donor correspondence, and creating reports, as well as coordinating grant applications and reports.

Assistant to Executive Director Tasks (approx. 50% of time):

Administrative & Development Support

- Schedule meetings using Doodle polls and email
- Email screening and response for Executive Director
- General office support – copying, scanning, answering general phone calls, opening mail
- Attend bi-weekly staff meetings

Support Board of Director Meetings

- Support Board Meetings (6 per year) — minutes, materials, preparation for Board meetings, room set up
- Support Board committees – scheduling meetings and preparing materials for committees (2 regular meeting committees, 2 less frequent committees and temporary work groups)
- Maintain rosters for Board, Board committees and Advisory Council

Corporate Council & Municipal Leaders Support

- Organize meetings of Corporate Council, Municipal Leaders, and other ED projects
- Take notes at Corporate Council meetings

Special Projects

- Arrange brown bag lunches for staff (occasionally with Board) on educational topics
- Other duties as assigned

Development Assistant Tasks (approximately 50% of time)

Database Tasks (30%)

- Enter gifts, grants, ticket sales, and other payments in database
- Generate and coordinate the signing and mailing of thank you letters for income
- Generate lists and reports from database to support development efforts

- Work with Communications Manager on development and communications projects
- Work with Finance Manager to reconcile donations on quarterly basis
- Other duties as assigned

Grants Administration Tasks (20%)

- Maintain a calendar to monitor and ensure timely application, reporting, and planning of grants
- Communicate with prospective and current grantors to clarify questions on applications or reporting
- Pre-award— work with program managers (especially Valley Food & Farm) and Executive Director on key grant applications; primary application assembly, including online and paper applications; and enter and track grants in database
- Post-award— track and ensure adequate reporting for grants received; generate lists and reports from database to support grant tracking; communicate status updates and workflow needs to staff; with Finance Manager, analyze and track grant expenditures on a monthly basis
- Other duties as assigned

Criteria:

- Detail oriented with strong organization skills
- Able to prioritize and manage multiple responsibilities effectively on deadline
- Personable, friendly, and professional in email, phone, and written correspondence
- Excellent writing and proofreading skills
- Problem solver
- Works well independently and as part of a team
- Working knowledge of Microsoft Office suite (Word, Excel, Powerpoint); tech savvy a plus
- Experience with relational database preferred
- Experience with federal grants a plus
- Occasional event attendance outside of regular business day

General Expectations of All Staff

- Understand and support the mission of Vital Communities as expressed by the Board
- Greet the public through all channels of communication with courtesy and respect
- Network with allied organizations and initiatives
- Coordinate and integrate efforts with staff working on other Vital Communities programs
- Actively participate in Vital Communities' planning, evaluation, and development, including annual appeals, newsletters and annual reports, staff retreats and meetings, Board retreats and meetings (as invited), and other outreach systems including blogs and the website
- Work in a safe manner and report any safety hazards to the Executive Director
- Maintain individual work station and office in a clean, attractive manner
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality
- Strive to upgrade existing skills and learn new ones
- Employ good communication skills by sharing information, listening to others, and giving positive input
- Work as a team member by helping others and making suggestions for improvements

Support Available to All Staff

- Opportunity to set professional development goals with supervisor
- Staff handbook updated regularly, with description of employment benefits and guidelines.

Vital Communities is an equal opportunity employer and does not discriminate on the basis of age, gender, race, religion, national origin, veteran status, sexual orientation, or disability with respect to: employment, volunteer participation, and the provision of services.