

Development Assistant – Senior Services for South Sound

Opening Date: November 2021
Closing Date: Continuous – initial review begins December 2021
Salary: Step 2 of internal salary schedule with hourly range of \$15.67 to \$21.22
Job Type: Non-exempt, .75 FTE
Location: Thurston County, Olympia, WA



*Senior Services for South Sound is looking for a **Development Assistant** to support our fundraising goals as we fulfill our mission to improve the quality of life for people as they age. We seek a skilled administrative assistant who can thrive in the world of nonprofit philanthropy.*

The ideal candidate has excellent written and verbal communication skills, facility with database management and spreadsheets, experience with event planning and is equally comfortable in front of a computer or a group of people. Desired qualities include an exacting attention to detail, problem-solving skills, and the ability to remain calm and good-humored during stressful situations.

Key Outcomes of the Development Assistant

The Development Assistant will:

- Process gifts in our database and prepare acknowledgment letters and other correspondence.
- Maintain development files and database records.
- Assist Development Director with all aspects of events, fundraising appeals and other community engagement efforts.
- Research and help steward donors and sponsors.
- Participate in internal and external activities as requested, including attending meetings, retreats, events and trainings.
- Assist with creation of monthly printed materials for the Board of Directors.
- Help Marketing Coordinator with elements of mailer production.
- Compose correspondence for silent auction procurement and sponsorships.
- Create catalog of silent auction items in database.
- Oversee the logging of Volunteer hours for the Development Department each month.
- Perform other duties as assigned.

Required:

Applicants who possess the following qualifications *may* be referred to the hiring manager:

- Two years' experience as an administrative or clerical assistant in an office environment.
- Experience working with database administration.
- Experience with Microsoft Office Suite including Word and Excel.
- Experience with Google's G Suite including Google Drive and Google Docs.

Desired:

Applicants who also possess the following *may* receive additional consideration by the hiring manager:

- Three years' progressive experience working in a nonprofit environment.
- Three years' experience with database administration.

Please note:

The hiring authority may make a hiring decision at any time. Initial screening will begin December 2021. It is to the applicants' advantage to submit materials as soon as possible.

Working Environment and Conditions:

Duties performed in an office setting. Employee will operate a computer and standard office equipment, such as telephones and copy machines. Employee uses job specific software (including Microsoft Office products and Google Suite) as required to perform essential functions.

Some travel to attend meetings and training sessions may be required.

Why work at SSSS?

We are a highly mission driven organization filled with caring, thoughtful people who have a lot of fun and a lot of heart. We focus on our commitment to great service to seniors and improving their quality of life whether they are already struggling or thriving. We are a diverse organization that values integrity, inclusion, respect, results and service excellence. And we have a positive culture where employees are engaged, empowered, and appreciated.

Find out what our own employees have to say about SSSS culture!

How to Apply:

Applicants should apply by sending their letter of interest and resume to the attention of Development Director at development@southsoundseniors.org.

Special Notice:

Vaccination is required of all employees as we serve seniors. Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

The candidate pool certified from this recruitment may be used to fill future similar vacancies for up to six months.

Senior Services for South Sound (SSSS) is an equal opportunity employer and does not discriminate on the basis of age, sex (including gender identity), marital status, sexual orientation,

race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Contact Us:

Senior Services for South Sound

222 Columbia Street NW

Olympia, WA 98501

360-586-6181

development@southsoundseniors.org