

Donor Relations and Administrative Assistant

Basic Overview and Job Functions

Ensure positive relationships with Leadership Lorain County (LLC) donors, alumni, and friends. Handle incoming phone calls, email and general correspondence. Provide for the maintenance and continuity of internal office operations, records, and files. Communicate with and process requests and documents for the Board of Directors, LLC and LLC staff.

This position reports directly to the CEO, LLC.

Salary range \$28k to \$32k.

Primary Responsibilities

- Manages ongoing updates of the LLC Alumni Directory and develops any and all means to ensure that Alumni contact information is current.
- Prepares and distributes Board of Director materials.
- Prepares and distributes Board information; takes appropriate minutes of Board of Director meetings.
- Maintains inventory and orders office supplies.
- Manages petty cash, accounts payable (including invoicing), prepares and makes appropriate bank deposits, and submits payroll as required to ensure timely pay of employees.
- Assists in fundraising activities including Membership Campaign and Annual Appeal, Golf Outing, and Difference Makers Gala.
- Coordinates mailings and follow up with Leadership donors and supporters. Serves as the liaison between the President/CEO and Leadership supporters.
- Supports the Signature Class and Internship Programs.
- Handles logistics for meetings and programs.
- All other duties as assigned

Position Requirements

- Associate's Degree in Business, Administrative Office Systems, or related field required. Bachelor's Degree preferred.
- Ability to interact with a wide variety of people.

- Must be highly motivated and possess a personal commitment to the success of LLC.
- Conduct duties and responsibilities in a moral, honest and ethical manner.
- Must be detail oriented and have the ability to prioritize, with strong project and time management skills.
- Must be willing and available to work early mornings and evenings to ensure coverage of Leadership Lorain County events.
- Previous work in customer service and/or event planning and management a plus.
- Ability to be a team player in a fast-paced environment.
- Outstanding written and oral communication skills.
- Strong computer skills including but not limited to Microsoft Office and data base management. Familiarity with Quickbooks is a plus.
- Familiarity with social media platforms (Facebook, Twitter, LinkedIn, etc.) along with e-newsletter programs is a plus.