



Position Description – OPEN

Administrative Assistant

The Foundation for Appalachian Ohio (FAO) is a rapidly growing regional nonprofit, seeking an administrative assistant to join our dynamic team and transformative mission. The mission of the Foundation for Appalachian Ohio (FAO) is to create opportunities for Appalachian Ohio's citizens and communities by inspiring and supporting philanthropy. Founded in 1998, FAO is proud of all that has been accomplished in our brief history but understand placing Appalachian Ohio on a level playing field requires further, significant investment in its philanthropic infrastructure.

As an administrative assistant, you will serve as a key contributor to the successful operations of the Foundation by providing support to the team. You will have the opportunity to support FAO as we continue to grow and have the benefit of working daily to help advance our goal to grow \$1 billion in new, permanent philanthropy for Appalachian Ohio.

We are looking for a team member exemplifying our core values and sharing our passion for FAO's mission – an initiative-taking and detail-oriented individual, who acts with integrity, compassion and humility. We seek someone driven to continually improve who will flourish as a team player and servant leader. Finally, we are looking for someone who upholds our value of creating a joyful and supportive workplace – FAO is a special place, and you'll be joining a team of amazing individuals who will support and help you grow!

Responsibilities / Job Duties:

FAO is a nimble and team-oriented organization, and you will be required to contribute to a variety of responsibilities and mission-related, skilled tasks. We believe that all staff members are leaders for FAO's mission, and this position will be responsible for administrative / office duties and more advanced assignments, as directed. Position-specific duties for the Administrative Assistant include:

1. Administrative Support.

- Provide administrative and logistical support to organizational priorities; this can include meeting notes, data entry, research, scheduling coordination, etc.
- Assist in planning community, business and legislative meetings, including invitations, event planning, preparation of meeting materials throughout the region.
- Prepare materials, including background research on prospects, tailored presentation materials and handouts; draft fund agreements; collaborate with team members to develop and continuously refresh materials that support development and other efforts.
- Support fund-related events, e.g., fundraising events and community foundation events/dinners – ensuring alignment with FAO's policies and success for the fund.
- Manage the implementation of direct mail and giving campaigns and provide occasional back-up support in various departments as needed.

2. Information Management. Provide support to the development and robust implementation of customer relationship management (CRM) software.

- Create systems, processes, procedures, reports and workflows utilizing Raiser's Edge.
- Establish and maintain knowledge of all database functions, including assisting in the

maintenance of stewardship plans for major donors and gifts, ensuring implementation aligns with promised deliverables and donor expectations.

3. Research. Support to the research of potential prospects, creating a strong pipeline of information on new and current donors to ensure development opportunities are realized.

- Prepare briefing materials in support of development meetings, including thorough research on prospects and relevant community background information. Great familiarity and ease with Internet to search and compile in-depth information, researching 990's and giving history to provide appropriate ask recommendations.

4. Other Duties as Assigned.

Required Skills/Abilities:

Our ideal candidate is committed to FAO's mission and the region, looking to grow their professional career within FAO through increased responsibility. Specific qualifications include:

- Service-oriented with strong organizational skills; flexibility, with ability to shift activities based on priorities.
- Initiative-taking with impeccable attention to detail; outstanding analytical, organizational, and problem-solving skills to identify, research, and resolve issues; and the ability to coordinate multiple projects simultaneously while managing day-to-day responsibilities.
- Experience in use of technology and ability to learn recent technologies; high accuracy with data-entry and competency in Microsoft Office products and databases is necessary; experience in Raiser's Edge is a plus.
- Ability to work autonomously and collaboratively in a complex environment; outstanding communication skills and the ability to respond to donor inquiries in a timely manner.
- At least 1-2 years of experience in administrative support.

Additional Details:

- Based in Nelsonville, Ohio; 40-hour work week; occasional travel required.
- Competitive benefits package, including generous leave time; disability, health insurance and life insurance; and retirement plan.

How to Apply:

Please send a cover letter and resume to Maureen Sharkey, Chief of Staff (msharkey@ffao.org).

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

FAO embraces diversity and is committed to creating an inclusive environment for all employees.