



Donor Relations Executive Assistant Job Description

ELEVATE Orlando seeks an enthusiastic, independent, and attentive professional to serve as the Donor Relations Executive Assistant. This individual is responsible for providing administrative and strategic support to the President and will function as the primary contact person for the Board of Directors and associated working groups (Board Executive Committee, Board Development, Fund Development, and Finance). This position also supports the Director of Finance with board management and donor relations.

Founded in 2009, *ELEVATE Orlando* is a civic non-profit dedicated to equipping and empowering underserved youth to graduate with a plan for the future. *ELEVATE Orlando* links the Orlando business community to under-served areas through education. This is accomplished through mentoring relationships and public school courses rooted in character education and leadership development.

Description

The Donor Relations Executive Assistant provides high-level administrative support to the President and Board of Directors; as well as performing a wide variety of highly responsible tasks and confidential work associated with the President. This individual must possess exceptional organizational skills, excellent interpersonal skills, independent decision making skills, a very professional demeanor, proficient in the use of the latest in technology, and has the Presidents trust on discretionary matters.

Essential Job Duties

- Act as contact/liaison for key donors, and prospects to ensure stewardship and prospect strategies are advanced, provide expedient assistance to requests and that appropriate follow-up with constituents is successfully completed
- Responsible for preparing and mailing acknowledgement letters
- Manage cultivation and solicitation appointments for fundraisers and administrators
- When necessary contact prospects/donors to verify biographic information, and representative or event invitee information
- Manages the Presidents calendar ensuring optimal scheduling with donors and prospective donors
- Works with members of the *ELEVATE* Board of Directors to ensure communication is professional, timely and accurate
- Ensures all Board reporting, minutes, correspondence and documentation is complete
- Works closely with the Director of Finance on donor relations and management



Qualifications

- 3-5 years of relevant experience in high-level, administrative support
- Minimum 3 years' experience working with a Board of Directors and/or Board appointed committees
- Reliable, self-motivated, focused, positive attitude, flexible, and proactive
- Ability to multi-task, with strong organizational skills
- Excellent interpersonal, writing and verbal skills
- Ability to work in a team oriented environment
- Excellent communication skills (in-person, email, phone, status reports, managing documents, remote meetings)
- Good at problem solving and working with ongoing learning curves
- Comfort with using technology and Excel, Word, PowerPoint, Outlook, and internet search tools
- Commitment to *ELEVATE Orlando's* core mission, values and programs

Salary and Benefits

Starting salary - \$45,000 in addition to a generous benefits package.

To apply, complete the online application at elevateorlando.org.

Deadline for applications: February 15, 2020.