



Job Title: Administrative Assistant

Reports to: Chief Finance & Human Resource Officer

Classification: Full time, Hourly, Non-Exempt

Work Schedule: 37.5 hours per week; 8:30 am to 5:00 pm, 5 days per week Monday – Friday, some evenings and weekends

Pay Rate: \$48,000 - \$52,000 annual salary

Introduction: Since 1953, United Way of Greater New Bedford (UWGNB) has been a leading institution on the SouthCoast. Our mission is to mobilize people, partnerships, and resources to catalyze change that strengthens the communities we serve. Through strategic collaboration, direct services, and financial support, we actively engage with our communities to identify gaps and create initiatives to address them. Every United Way of Greater New Bedford staff member serves as an ambassador for the organization, demonstrating a culture of fundraising and volunteer engagement. The Administrative Assistant will support a variety of UWGNB initiatives and day-to-day operations.

The Administrative Assistant plays an important role within UWGNB to support the organization, its leadership and core functions. The Administrative Assistant position requires excellent interpersonal and communication skills and the effective use of time and technology. They will handle information in a confidential manner.

Primary responsibilities include general clerical and administrative work to support the development, finance and HR functions, as well as general administrative support for UWGNB programs, events, initiatives and leadership. This role is the staff lead on donor database management.

The ideal candidate is a positive, seasoned, confident professional with high attention to detail. They are an organized, polite and professional self-starter who can collaborate across departments. Must possess excellent organizational skills and demonstrate the ability to manage and prioritize multiple tasks and projects in a fast-paced environment with minimal direct supervision. The Administrative Assistant takes initiative and anticipates office needs to ensure smooth operations. Considerable ingenuity and tact are required as well as excellent oral and written communication skills and the ability to maintain good interpersonal relationships with co-workers, board members, volunteers and the public. Duties will include, but not limited to the following:

- Serve as the office receptionist welcoming guests and assisting callers
- Lead general office duties to ensure smooth day to day operations
- Run general errands as needed
- Receive, sort, and distribute the mail
- Oversight and lead on all office related inventory and equipment (maintenance and purchasing)
- Liaison with vendors, IT and building management
- Manage President & CEO's calendar
- Schedule meetings and appointments via Microsoft Outlook and Zoom for senior leadership



- Meeting room preparation, set-up and breakdown
- Serve as lead staff and expert on donor database (Donation Tracker) including developing procedures and best practices for accurate and efficient data tracking. Provide training and assistance to other staff
- Manage pledge entry, invoicing, receivables, designated gift tracking, matching gift processing and monitor online campaigns
- Generate and prepare donor reports, as needed, for staff and volunteers
- Serve as data entry lead for UWGNB's donations, events and special initiatives
- Taking accurate meeting notes and minutes
- Maintain Board meeting materials; including communications, coordinating, and attending Board meetings to capture minutes.
- Prepare confidential correspondence and other documents for distribution including meeting notices
- Support finance operations with credit card reconciliations and general accounts payable & accounts receivable processes and the annual audit
- Review newspapers and other publications for information which effects donor database
- Support HR tasks such as scheduling interviews, processing CORIs, and preparing on-boarding materials
- Maintain distribution lists for mailings, invitations and newsletters and prepare and execute bulk mailings
- Assist on all special events and projects- planning and implementation (includes RSVP lists, ordering event supplies, set-up, registration and logistical support)
- Monitor document retention and destruction policy
- Other duties as assigned

Requirements: Applicants must have at least a high school diploma or equivalency with post-secondary work in a business with at least 5 years' experience. Must be proficient in Microsoft Office, particularly Outlook and Excel. Prior donor or sales database management experience is a plus! Valid driver's license and personal vehicle required. Position requires occasional evening and weekend events and commitments.

Candidates should email resume and cover letter to:

liveunited@unitedwayofgnb.org

Please list subject as *Administrative Assistant*

Review of applications will begin immediately and continue until position is filled.