



LIVE UNITED

Administrative Assistant

Reports to: Director of Resource Development

Position provides support to the President and Director of Resource Development and performs a variety of duties to further the mission of the United Way of Southwestern Indiana while exercising good initiative, independent thinking, and judgment.

Key Responsibilities:

- Maintain Direct Mail donor list
- Maintain leadership donor list
- Prepare all Direct Mail appeals
- Coordinate leadership donor reception, Annual Meeting, and Day of Caring
- Prepare and maintain campaign reports for staff and committees
- Coordinate Campaign trainings and meetings
- Maintain fundraising database
- Take registrations for local INRN workshops and maintain INRN database
- Help walk-in clients in need of services and referring them to our 2-1-1 call center. Ability to work with diverse groups of people.
- Update and maintain Board of Directors communications including board books and meeting packets
- Handle general duties as related to the overall function of the office

Position Requirements:

- Associates Degree and/or Bachelor's Degree and at least 3 years of experience in an administrative support position preferred
- Proficient in database management and Microsoft Office including Word, Excel, Outlook, and Power Point
- Working knowledge of editing Adobe InDesign and Acrobat, and have the aptitude to learn specialized software
- Knowledge of HTML and Style sheets are helpful.
- Experience managing and/or supporting special events.
- Strong organizational skills with attention to detail
- Self-starter who has the ability to work in a fast paced deadline-oriented environment, and is comfortable working with diverse groups of people

TO APPLY:

To respond to this opportunity, please go to:

HR@unitedwayswi.org

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.