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| **\*\*Open Position Announcement\*\*\*\*** |
| **Attached the Internal Application Form & Job Description for the following position:**  **Development Administrative Assistant**  Provides administrative support to the Chief Development Officer and will work closely with the Fundraising Committee, key leadership, donors and colleagues throughout the PPMHV agency. Provides administrative support for the Development Department staff, serves as the PPMHV in-house expert, and oversee the registration of all special events.  **Essential functions:** include, but are not limited to, the following:  **Provide administrative support to the Chief Development Officer**  Receives and places phone calls, conference calls, schedule meetings, creates and maintains data spreadsheets, prepares correspondence, mailings, reports and the like.  Researches, coordinates, and drafts materials for internal and external use  Maintains development records, files, event notebooks and manuals.  Arrange meetings, including coordination of time, place, preparatory materials, room arrangements and refreshments. Coordinates and prepares agendas, attend meetings, record, prepares and circulates minutes, follows-up on items as needed.  Serves as liaison with development consultants and event committees.  Keeps track of all department expenses as related to the budget.  **Assist with Gift Processing and Acknowledgements**  Assumes primary responsibility for daily charitable gift scanning, preparing check log, creating, printing and mailing acknowledgement letters.  Enters and tracks PPOL and PPMHV on-line contributions.  Complete monthly reconciliation with Charitable revenue and expenses with Finance Department.  **Database Responsibilities**  Inputs donations in Raiser’s Edge (RE) and prepares all database related reports, queries, and lists.  Reviews PPMHV Every Action sustaining donors to ensure that gifts maintain current.  **Events**  Assists with the production and mailing of sponsor letters, save-the-date cards and invitations including working with the printer and mail house.  Coordinate event registration, maintains and reconcile guest lists.  Prepares final revenue and expense reports for special events.  **Education, Experience & Requirements:**   * Bachelor’s degree and 2 years of experience as an assistant for senior management in a Development Department or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. * Knowledge of computer software including Microsoft office and Raiser’s Edge. * Excellent communication and organizational skills, including priority-setting and decision-making ability. * Excellent writing and proofing skills. * Excellent interpersonal skills and ability to work with staff, volunteers and community. * Ability to work flexible hours including evenings and weekends, as needed. * Valid NY State Driver’s license and own reliable transportation to accommodate travel requirement   Please forward your resume and cover letter to [jobs@ppmhv.org](mailto:jobs@ppmhv.org) to be considered for this position.  **Planned Parenthood® Mid-Hudson Valley is an equal opportunity employer.**  *Women, people of color, and LGBTQ people are encouraged to apply.* |