



## **Database & Executive Assistant**

**Reports to:** Executive Director & Development Director

**Hours:** Part-time (10-15 hours per week), evenings and weekends as required

**Pay:** Hourly

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### **Position Description:**

The Database & Executive Assistant will function as the glue to our organization by helping to manage many of the organization's systems. This individual will work to organize and manage all things related to our office and donor database. This position will serve as the point person for office duties including: maintenance, mail, supplies, equipment, bills, errands, and meeting coordination.

### **Position Responsibilities:**

Position responsibilities include, but are not limited to, the items listed below. Position holder acknowledges and accepts that, while he/she is responsible for the items below, he/she may be, on occasion, asked to perform duties—within reason—outside of those listed below in order to help the organization complete a program or project, which furthers the organization's mission.

### **Database Coordination (70%):**

- Maintain data entry procedures across all systems (Quickbooks, Little Green Light, checks and cash) to ensure the integrity of all financial records
- Ensure all invoices are issued and collected via Quickbooks
- Reconcile monthly financials between development and finance software systems
- Enter donor and donation information into development software and prepare all acknowledgement letters
- Action tracking (entering meeting notes and next steps) from Executive Director's donor meetings
- Grant reporting: Collecting information and numbers from team members to track and accurately depict the scope of work to granting organizations

### **Office Management (30%):**

- Check mailbox, reply to general phone inquiries where appropriate
- Assist with scheduling meetings and appointments as needed, coordinating necessary food/beverage
- Maintain office conditions, provide a welcoming environment for guests and calls, and order supplies and equipment (including repairs) as necessary
- Partner with Executive Director to update and maintain office and human resource policies
- Coordinate with IT contractor on all office equipment and technology requests
- Manage organizational subscriptions/passwords for all software

## Other duties as assigned, including occasional tree planting and event assistance

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### Required Traits:

- Ability to pivot with gusto and grace
- Enthusiasm and infectious positive spirit
- Curious problem solver
- Passion for community service
- Excellent organizational skills, with accuracy and attention to detail

### Required Education/Experience:

- High school diploma
- 2+ years' experience in data entry, office management, customer service
- 1 year experience with Little Green Light or other donor data management system
- Above average proficiency in Microsoft Office
- Other preferred experience
  - Nonprofit or committee experience
  - Ability to speak and write in Spanish

### Physical Capacity Requirements:

This position requires the ability to walk, speak, hear, lift and carry, finger dexterity, and visual acuity. It also requires the ability to lift 10 pounds with occasional lifting of up to 40 pounds. Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions of the assignment.