

Job Title: Fundraising Associate/Executive Assistant
FLSA Classification: Hourly
Position Status: Full Time
Department: Mission Advancement, supports Executive Committee
Supervisory Responsibilities: NA
Reports To: Chief Impact Officer

Job Purpose

This position is responsible for helping to implement fundraising efforts at Lacasa, including data management, providing support to Chief Impact Officer (CIO) on resource development that leads to a positive donor and partner experience. Support other members of the Executive Committee, comprised of the President/CEO and Chief Financial Officer (CFO), with meeting coordination, scheduling, and administrative needs, as well as various office management for Lacasa supporting day-to-day operations of the offices.

Essential Job Duties and Responsibilities

Resource development

- Serve as lead donor database manager; track and manage all donor and supporter data, maintain clean and up-to-date database, enter new supporter data, monitor and report on levels of engagement, and acknowledge donor gifts in a timely manner.
- Develop best practices for effectively maintaining and using supporter data.
- Support efforts to streamline data tools and donations processing.
- Support CIO and CEO in the cultivation, solicitation, and stewardship of major donors.
- Assist in the stewardship of relationships with donors, cultivation of prospective donors, and fundraising initiatives through planning and staffing of development meetings as directed.
- Prepare proposals, stewardship reports, and acknowledgements for constituencies including individuals, corporations, and foundations, as well as all Help-A-House sponsor signage.
- Assist Marketing in the development of fundraising materials including pamphlets, reports, and other materials that tell Lacasa's story of impact.
- Support planning, logistics, and communications of fundraising events and campaigns.
- Conduct prospect research support for the identification and cultivation of prospective donors.
- Enter donor notes from CEO and CIO in donor database as directed.
- Maintain physical files of donor receipts and checks in accordance with Lacasa's document retention policy.
- Assist with tax credit donation process.
- Work with the CIO and program leadership to support activities required to prepare, submit, and manage grant proposals to foundation, corporate, and government sources.
- Maintain the grant tracking system including deadlines, contacts, submissions, report dates, updates, and deliverables.
- Conduct prospect research on foundation and corporate sources of support and partnership.
- Work with Director of Operational Excellence and program leadership to gather information necessary to report to corporate/foundation funders on current grant programs. Comply with all grant reporting as required by foundation/corporate donors.

Executive Committee support

- Provide administrative support with scheduling, mailing, filing, and other clerical activities.
- Support as needed in preparing for speaking engagements and other internal or external meetings. Manage organizational communication, scheduling, and logistics for key internal

events such as board meetings, staff meetings, and managers' meetings. Includes logistical research and planning, day-of support, and invoice/billing management.

- Prepare draft board agendas from material from CEO; develop and collate final agendas with supplemental materials and staff reports for distribution; maintain file of signed minutes and other required documents.
- Prepare board resolutions as necessary.
- Provide administrative support with HR and benefits administration tasks in coordination with HR Committee members. Maintain and update office phone list, monitor staff milestone anniversaries and prepare certificate of recognition.

Office management

- Collect and distribute mail and packages daily at main corporate office.
- Monitor and maintain inventory of necessary office supplies for multiple locations, including drink machine, printer toner, and postage meter; order supplies as needed to keep basics stocked and to fulfill special requests from staff. Includes branded Lacasa envelopes and other materials from print vendor.
- Order personalized business materials, such as business cards and name badges, as directed by Director of Marketing.
- Maintain responsibility for general office upkeep, including keeping kitchen and supply areas stocked, tidy, and functional.
- In partnership with Directors of Operational Excellence and Marketing, continually look for ways to evolve and improve efficiency of systems and processes impacting staff and office operations.

Other

- Provide back-up to front desk as needed by greeting visitors and assisting in answering the organization's main line and directing calls to staff.
- Responsible for distribution of Lacasa's Newsletter and other related mailings.
- Maintain electronic file of Lacasa's media coverage.
- Support other functional areas and members of the Leadership Team with special projects as assigned. May include projects in HR, Operations, Finance, Marketing, or Programs.
- Participate in community meetings and training events as requested by supervisor.
- Other duties as assigned.

Qualifications

Education

College degree preferred, or equivalent related field experience supporting executive staff and/or fundraising, which included exercise of initiative, attention to detail, and independent judgment.

Experience

- 1 – 3 years' experience in executive support, fundraising, logistical coordination, or project management in a non-profit is preferred.
- Bilingual (English and Spanish) and multi-cultural experience preferred.
- Ability to handle sensitive and confidential data with integrity.
- Excellent clerical and computer skills: proficient or advanced skill in Microsoft Suite (Word, Excel, PowerPoint, Teams, and Outlook), Zoom, and experience with data management.
- Records management principles and practices, and research methods and techniques.
- Financial record-keeping and report production.
- Attention to detail and highly organized, flexibility in adjusting to shifting priorities.

- Excellent verbal and written communication skills; able to communicate complex ideas simply and succinctly.
- Ability to relate graciously with the public in stressful environments.
- Self-starter with careful attention to detail and strong sense of initiative and a process-improvement and continuous learning mindset.

Performance Factors

- Respect for others and for Lacasa's mission and core values: **Respect Human Dignity, Work Together, Pursue Excellence, Build to Last**
- Excellent written and verbal communication
- Problem-solving and solution-driven mindset
- Collaborative and approachable
- Organized with attention to detail
- Quality of work
- Reflects a positive image to staff, volunteers, and community

Working Conditions

- Able to communicate and exchange information daily.
- Accepts moderate noise (i.e., business office with computers, phone, and printers, light traffic).
- Ability to remain at a computer terminal for an extended period.
- Able to lift a burden of 25 lbs. or less.
- Some weekends and evenings required for donor or Executive Team and Board activities.
- Some local travel required. Must provide a personal vehicle with adequate vehicle liability insurance.
- Must provide and carry a personal cell phone during work hours for communication with staff and vendors.

Applicant/Employee Signature

Date