

DRAFT
Administrative Assistant to the Director of Development
MESC/Dauphin Island Sea Lab

Position Summary

The Administrative Assistant is responsible for all administrative aspects of DISL and DISLF development activities.

This is one of two positions reporting to the Director of Development.

The Administrative Assistant plays an important role by providing administrative support to the Development Office and the DISL Foundation.

Principle Responsibilities

- Process donations and prepare gift receipts and acknowledgement letters, and other correspondence
- Maintain foundation, corporation, and individual donor files
- Create monthly fundraising reports and other database reports as needed
- Continually update and correct database records
- Conduct preliminary research on prospective corporate, foundation, and individual donors
- Coordinate productions and mailing of spring and year-end appeal letters
- Track tax credit donations in the database and keep a file of gifts by each donor
- Maintain guest lists, gather, and prepare registration materials, and other duties as assigned for fund-raising events
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings
- Day to Day bookkeeping
- Take and prepare DISLF Board of Director minutes
- Other duties as assigned by the Director of Development

Preparation and Knowledge

- Associate's is required or bachelor's degree (preferred) in a related field.
- A minimum of three years' experience in an administrative position, preferably in a not-for-profit development office
- Proficiency in Microsoft Word, Excel and PowerPoint Database management experience
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills
- Basic Bookkeeping Skills