

## Development Administrative Assistant

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**Overview:** Support the administrative needs of the National Military Family Association Development & Membership department.

**Time Commitment:** 30 hours a week

**Responsibilities include:**

- Process donor gifts –record, file, and report all contributions as well as pledge reminders
- Collaborate with finance department to ensure all contributions are captured in the fundraising database
- Process and prepare donor gift acknowledgements
- Provide support for special events
- Prepare check requests and organize department expenditures and staff travel receipts and documentation for Directors' credit card statements
- Provide logistical support for meetings, to include making conference room and conference call reservations, making copies, sending meeting reminders, and composing department meeting minutes
- Provide administrative support and assistance for the Development Director
- Maintain organization of departments shared folders and documents
- Serve as back-up for answering and directing calls

**Qualifications:**

- Excellent administrative, planning, and organizational skills
- Well-developed interpersonal and communication skills
- Attention to detail
- Experience with Microsoft Office and Raisers Edge and/or similar database
- Knowledge and experience in non-profit operations a plus
- Knowledge of the families of the uniformed services preferred

**Compensation: Non-exempt.** Hourly wage; leave and personal days and holidays; medical benefits; paid Short Term Disability Insurance; option to participate in payroll Flexible Spending Account (FSA) as well as Long Term Disability and Accident Insurance; limited matching 403(b) retirement plan available; free parking.

**TO APPLY:** Please send a resume and cover letter with salary requirements to [r@militaryfamily.org](mailto:r@militaryfamily.org).