



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Tri-Cities Family YMCA Job Description

Position Title: **Administrative & Fund Development Assistant**

FLSA Status: **Fulltime, Exempt**

Reports to: **CEO**

Revision Date: April 2021

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### POSITION SUMMARY:

This is a fully onsite position. Under the direction of the CEO, this position shall be responsible for aiding and supporting the CEO to carry out the responsibilities of the executive office including board relations. A highly organized individual who gives attention to detail and has the ability to prioritize as needed to assist in carrying out administrative work and other assignments as directed. Assist the staff and CEO to grow our fund development efforts including grant writing. Manage the administrative aspects of the Annual Campaign, including donor management. The position will also be responsible for event planning. The candidate is also responsible to aiding and assisting other administrative leadership staff as needed.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### AREAS OF DIRECT RESPONSIBILITY

Administrative Assistant, Board Relations & Fund Development

### ESSENTIAL OVERALL FUNCTIONS

1. Uses discretion and independent judgement in handling confidential and sensitive information in connection with the CEO's responsibilities.
2. Handle administrative functions for the CEO (calls, calendar, and correspondence) as needed.
3. Maintains highly confidential executive and board files, minutes and correspondence.
4. Coordinate Board of Directors and committee meetings, prepare board and committee meeting materials, attend board meetings and maintain agendas and minutes. Assist with board member communications and board recruitment efforts. Maintain rosters and historical details for the association.
5. Coordinates arrangements for meetings of various committees, task forces, public officials and groups.
6. Act as a volunteer liaison for the organization by recruiting volunteers and inputting applications into the database.
7. Assist business office with accounting, human resources support, payroll, mailings and office equipment as needed.
8. Overall management in collaboration with the CEO for various fundraising campaigns and events including appeals, donor and prospect communications, sponsor communications, pledges and thank you letters. Data and record keeping.

9. Provides and maintains related statistics and reports for Y-USA, annual financial audit, grants and other initiatives.
10. Assist in grant and proposal writing, research and tracking.
11. Represent the Y at community events and meetings.
12. Model the Y's 4 core values and provide leadership to operations as needed.
13. Manage Public Policy plan.
14. Other duties as assigned.

## **QUALIFICATIONS**

1. Associates or College degree: related field preferred or equivalent combination of education and experience.
2. Business office experience (including Customer Service and AP/AR): 1-3 years
3. Community relations experience: 1-3 years
4. Working with staff/volunteers experience: 1-3 years
5. Excellent personal computer skills and experience with standard business software, including Microsoft Office. Donor management software experience preferred.
6. People skills, must have good interpersonal, public relations and excellent written and verbal communications skills, including the ability to make presentations and handle media inquiries.
7. Certifications to be completed within the first 30 days of employment:
  - a. Basic Life Support, First Aid, Blood borne Pathogen Certification
  - b. Child Abuse Prevention Training Certification.

## **LEADERSHIP COMPETENCIES:**

- Inclusion
- Critical Thinking & Decision Making
- Emotional Maturity

## **BASIC HOURS**

This is a fully onsite position. As scheduled and agreed upon Monday-Friday as well as special events, 40 hour work week.

## **ENVIRONMENT**

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings

## **HEALTH AND SAFETY REQUIREMENTS**

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

## **PHYSICAL DEMANDS**

Employee can demonstrate sufficient strength, agility, and mobility to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

The noise level in the work environment is usually moderate.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.