

**Updated May 2018**

**Design Outreach**

**Development & Administrative Assistant**

**Organization:**

Design Outreach (DO) is a Christian humanitarian engineering nonprofit that prioritizes the needs and aspirations of the world’s poor.

**Position:**

Reporting to the Development Coordinator, the Development & Administrative Assistant supports fundraising efforts and manages the organization’s administrative activities. This position is part-time.

**Key Responsibilities:**

* Assists the Development Team with fundraising efforts, including but not limited to planning special events, creating marketing materials, and interfacing with donors.
* Collaborates with the Development Team to develop and implement fundraising and marketing strategies.
* Manages the organization’s administrative activities (i.e. data entry, report building, general office management, etc.).
* Provides support to fundraising champions and donors.
* Coordinates major fundraising events.
* Manages donor database and processes incoming donations while maintaining strict confidentiality.
* Provides additional organizational support as needed.

**Requirements:**

* Unqualified support of and willingness to advance Design Outreach’s vision and mission.
* The ability to work effectively with Design Outreach donors, volunteers and allied organizations.
* Friendly and energetic, possessing strong interpersonal skills.
* Self-motivated with a high capacity for being detail-oriented.
* Willingness to take the lead on new initiatives and learn new skills.
* Ability to manage multiple ongoing projects with consistent attention to detail.
* Ability to work and collaborate within a team.
* Ability to work 20 to 30 hours per week, with availability to work occasionally in the evenings and on weekends to support special events.
* Excellent verbal, written, grammar, computer, and Microsoft Office skills.
* Proficiency in database management.
* Ability to work at Design Outreach office in New Albany, Ohio.

**Desired:**

* Bachelor’s degree in applicable field
* Marketing and communications experience
* Familiarity with nonprofits
* Fundraising experience
* Knowledge working in Excel, Salesforce, Mailchimp, and Wordpress
* References

**Timeline:**

* Position start date is immediate, and interviews will be ongoing until filled.
* Please send cover letter and resume to Operations Director Lara Lambert at [laral@doutreach.org](mailto:laral@doutreach.org).

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