



## JOB DESCRIPTION

**Position:** Donor & Executive Assistant  
**Reports to:** Executive Director  
**Last updated:** June 2011

### DESCRIPTION

Hope for New York (HFNY) mobilizes volunteer and financial resources to organizations serving the poor and marginalized in New York City. Our **vision** is a city in which individuals and communities experience spiritual, personal, social and economic well-being through the demonstration of Christ's love.

HFNY seeks a highly motivated, organized and detail-oriented individual to handle donor management and provide support to HFNY's Executive Director. The Donor & Executive Assistant will: 1) spearhead all donor management for HFNY, analyzing data and compiling reports demonstrating impact of ongoing giving as well as various fundraising campaigns; 2) support the Executive Director in a variety of administrative and support tasks.

### PRIMARY RESPONSIBILITIES

- Donor Management/Communications
  - Serve as primary donor communications contact for HFNY (responding to donor inquiries, etc.)
  - Conduct monthly and special-request donor analyses and reports requested by the Executive Director
  - Process and track corporate matching gifts and campaign gifts as well as grant applications
  - Work with bookkeeper to reconcile donor management database and accounting records
  - Conduct, compile and present research on potential funders, partners and other topics
  - Generate weekly donor receipts and general donor correspondence
  - Input, process and track incoming donations
  - Maintain donor management protocols
- Support for Executive Director
  - Manage Executive Director's daily workflow (handling inquiries, scheduling, etc.)
  - Manage special projects as needed (presentations, events, etc.)
  - Serve as ambassador for HFNY, maintaining a high level of professionalism, as the first point of contact between Executive Director and external stakeholders
  - Draft and create correspondence and advanced report presentations=
  - Board meeting scheduling, coordination, and follow-up
  - Coordinate and collaborate with HFNY Staff to collect and assemble information for presentations and projects
  - Manage Human Resource inquiries including screening initial applicants, track interviews, conduct reference checks, etc.
  - Maintain staff member files and manage onboarding and exit process
  - Maintain HFNY's administrative documents (insurance, HR, etc.)

### *Seasonal Tasks*

- Support for seasonal events and organization-wide initiatives
- Annual Audit Preparation



#### **KEY JOB RELATIONSHIPS**

- Executive Director: Weekly meetings to provide status reports on donor impact, ongoing support
- Donors: Cultivate and manage donor relationships with HFNY
- HFNY's bookkeeper: Work closely within the system of checks and balances for donations processing and reconciling finances

#### **JOB QUALIFICATIONS**

- Proven administration and time management skills to complete a high volume of varied responsibilities in a fast-paced setting with keen attention to detail, thoroughness and accuracy
- Excellent relationship builder; ability to demonstrate a high level of professionalism, tact, discretion, humility and diplomacy with internal and external stakeholders.
- Quick learner and hard worker; able to work independently, to thrive under pressure and meet deadlines
- Demonstrated ability to maintain confidential/sensitive information
- Superb communication skills (oral and written)
- Skilled in all aspects of planning and project management, able to take an idea from concept to completion
- Resourceful and strategic problem-solving ability; takes initiative with solutions
- Flexible and adaptable, open to change, learning and improvement with a positive attitude
- Proficient in MS Office in advanced capacities – Word, Excel, PowerPoint – particularly Excel's charting and Word's table functions
- 3 or more years in not-for-profit or other office setting with a strong preference for prior donor management experience
- Strong analytical skills preferred
- Bachelor's degree preferred

#### **DISCLAIMER**

The preceding job description has been designed to describe the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time.

To perform this job successfully, an individual must be able to perform the principle duties satisfactorily. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the principle duties of the job, except where to do so would cause an undue hardship on Hope for New York's business operations.

Employment at Hope for New York is at-will, which means that either the employee or Hope for New York can terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Job Description should be construed to diminish the at-will employment relationship in any manner.