



**Administrative Assistant
ASK Childhood Cancer Foundation**

POSITION DESCRIPTION

ASK Childhood Cancer Foundation is Central Virginia's most comprehensive provider of services for children with cancer. We make life better for children with cancer by providing financial, educational and emotional support.

ASK is seeking a part-time (20 hours/week) Administrative Assistant to serve as the initial point of contact for callers and visitors to ASK's offices as well as to predominately support ASK's fundraising operations. The position will report to the Director of Development while also supporting special projects of the Executive Director, Special Events Manager and Program Manager.

RESPONSIBILITIES

Data Entry and Donation Processing

- Responsible for gift entry process. Includes checking mail, copying checks, coding donations, running financial reports and reconciling deposits.
- File all donation-related paperwork for workplace giving and matching gifts.
- Perform database maintenance and clean-up records to improve data integrity.
- Maintain a written set of procedures for gift entry and acknowledgement.

Donor Relations

- Ensure timely, accurate and personal acknowledgement of all donor gifts.
- Prepare acknowledgments to family members of memorial and honorary gifts.
- Assist in composing thank you letter templates and customized thank you letters.

Administrative Support

- Route incoming calls and information request emails to appropriate staff.
- Lead organization and cleanliness of ASK's general office environment, which includes coordinating staff's help as well as monitoring and ordering needed office supplies and stationery.
- Support the Development Team in staffing and planning major events as needed.
- Provide assistance as needed to Executive Director, Special Events Manager and Program Manager with general office activities, including mailings, document creation, photocopying, faxing, etc.

EDUCATION, EXPERIENCE & SKILLS

- Bachelor's degree; may be substituted by experience.
- At least two years prior administrative experience, preferably in a fundraising/nonprofit setting.
- Proficiency in Microsoft Office (Word; Excel; PowerPoint) and mail merges.

- Prior Experience with Bloomerang or other Fundraising Database preferred.
- Ability to prioritize and manage multiple tasks simultaneously.
- Excellent communication skills, especially in writing letters and providing friendly customer service to visitors, callers and written inquiries.
- Comfort in dealing with routine.
- Ability to work both independently and in a team.

This position is 20 hours/week with an hourly rate of \$15 per hour. The position is based at the ASK Penny Tree office, 5211 W. Broad Street, Suite 102, Richmond, VA, and requires occasional evenings/weekends. ASK offers paid holidays, vacation and sick leave.

To apply, please submit a **cover letter** and **resume** by **June 22, 2018 at 5pm** to Britt Nelson, Development Director, at bnelson@askccf.org.