



We're hiring!

DEVELOPMENT & ADMINISTRATIVE ASSISTANT

Status: Full-time
Reports to: Executive Director

OVERVIEW

Amplio's mission is to empower the world's most vulnerable communities through knowledge sharing. We accomplish this mission by amplifying the impact of partners like CARE, UNICEF, and government ministries. Using the Amplio Talking Book audio device, our partners share hours of relevant information in a community's local language. Low-literate people can listen to messages on demand and record their feedback. We achieve our mission by leveraging our technology, complemented by our 15 years of experience implementing social and behavior change programs.

ABOUT THE POSITION

This position includes responsibilities as a Development Assistant and office Administrative Assistant. As our Development Assistant, you will work closely with our Development Director and provide high-quality database management, prospect research, and development coordination, including oversight of consistent data entry procedures, optimizing functionality, and ensuring quality control and best practices for donor management. In your capacity as Administrative Assistant, you will work closely with our Executive Director and provide administrative support, meeting scheduling, communications, and events-related support for senior leadership and Amplio's board of directors.

General Administrative Support

- Manage and further develop organization's quarterly Objectives and Key Results program to support Executive Director to efficiently maintain alignment between individual and organization goals.
- Administer, manage, and support organization's information technology systems; develop and provide training to the staff.
- Schedule appointments, book travel, and maintain contact lists for the Executive Director.
- Write and distribute email, memos, letters, and forms.
- Support the Board of Directors such as: organizing meetings, preparing documents, taking the minutes, maintaining board's portal.

Database Management



- Manage our donor database (Salesforce), including implementing and maintaining best practices for record keeping and management.
- Ensure the timely and accurate recording of confidential donor information, engage in periodic data clean-up, and support event and mailing data coordination as necessary.
- Lead gift and acknowledgement processes and processing in Salesforce for all gift revenue received. Continually review processing and acknowledgement best practices to ensure efficient, timely, accurate and professional donor interaction.
- Work closely with the Operations Director to provide weekly, monthly, and annual accounting reports and assist in reconciliation coordination.

Campaign and Development Department Coordination

- Assist with the preparation for donor meetings, track and manage pledge and gift intentions, and provide support for reports and related materials, as needed, for various donor-related meetings.
- Provide necessary reports for Development Director and Executive Director, in preparation of Development Committee and Board meetings.
- Coordinate calendar for campaign-related solicitations, meetings and events.
- Respond to questions, requests, and other phone and email inquiries.

Research

- Coordinate individual, major gifts, sponsorship, and grant prospect research.
- Generate comprehensive prospect research reports.

Development Administrative Support

- Provide timely coordination/distribution of materials for various events, programs and the organization's development communications., e.g., annual report, holiday cards, invitations, and donor event materials.
- Attend and provide administrative support for designated communications, program efforts, and events as directed.
- Oversee process and coordination of mailings for specific events including coordination with printers and mail houses (when necessary).
- Prepare documents and/or materials for presentations, meetings, etc.
- Support meeting follow-up and tracking as necessary.
- Prepare, format and send letters and other correspondence as needed.
- Maintaining and organizing confidential donor-related paper and electronic files.



- Provide technical support in creating and maintaining accurate web-based forms and gift-related pages.
- Perform other duties as directed or as needed.

REQUIREMENTS

Experience Required:

- At least two years of experience in providing administrative support within a nonprofits setting especially in development
- At least two years of experience administering information technology systems, such as Salesforce.com.
- Strong support skills in organization, scheduling, and meeting preparation
- Knowledge of office management systems and procedures
- Proficiency in MS Office (in particular MS Excel and MS PowerPoint)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Ability to work independently and as a team player

Languages:

- English proficiency is required.

COMPENSATION: Commensurate with experience

HOURS AND LOCATION

This position allows you to work remotely as necessary since your working hours mostly overlap with Seattle working hours and allow for occasional calls with our partners in Africa and Asia.

CLOSING DATE: March 17th 2023

HOW TO APPLY

Send your cv/résumé and a cover letter to jobs@amplio.org. Please include specific examples of how your skills and experience relate to this role. We look forward to hearing from you!