



SARAH Foundation, Inc. Position Description

Position Title: Administrative Assistant

Reports To: Executive Director

Position Status: Part-Time (10-12 hours)

Founded in 1957, the SARAH agencies serve more than 1,500 local individuals with intellectual and other disabilities. Our programs and services include residential housing and support, day programs and recreational activities, transitional and employment services, respite care and birth-to-three early intervention services. SARAH's primary mission is to help individuals live fulfilling, productive and engaged lives within the community. The SARAH Foundation serves as the fundraising arm of SARAH and its primary purpose is to generate awareness and the critical resources needed to allow all three SARAH service agencies to continue providing quality programs and services to the community.

Position Summary:

The Administrative Assistant is responsible for supporting the SARAH Foundation office, staff and volunteers in achieving yearly goals and objectives while ensuring adherence to established processes and procedures. The position will have the opportunity to assess and recommend enhancements to existing practices to improve efficiency and effectiveness of the Foundation office operations.

Role and Responsibilities:

Database Management and Gift Acknowledgment

- Manage data entry, report requests, gift entry and record maintenance.
- Provide accurate and timely gift acknowledgment correspondence utilizing Raiser's Edge database for recording and acknowledging all contributions.
- Maintain and update all gift acknowledgement letters to ensure consistency and compliance with established best practice.

Car Donation Program

- Manage car donation program including relationship with existing vendor, donation calls and referrals, donation records, donor acknowledgments, accurate reporting and program marketing.

Event Support

- Assist Executive Director and Community Relations Coordinator with the successful coordination and implementation of all fundraising events and activities including in-kind donations, mailings and logistical support before, during and after each event.

Communication and Marketing

- Assist the Executive Director and Community Relations Coordinator with all external communications initiatives including, but not limited to, website maintenance and updates, email communications, social media posts, mailings, marketing and public relations efforts.

General Administrative Support

- Maintain inventory and replenish office supplies. Manage office vendor relationships.
- Assist with board and committee meeting material preparation, attend monthly board meetings and record accurate minutes.

Preferred Knowledge, Skills and Abilities:

- Keen knowledge of development, community relations and nonprofit practices and procedures.
- Proven record of supporting successful fund development and awareness building activities.
- Excellent interpersonal, organizational, and written and oral communication skills.
- Must be mature, creative, highly motivated, able to work independently and as a member of a team.
- Possess the ability to multitask and work well under pressure.
- Proficiency with MS Office software programs.
- Genuine interest in helping to advance SARAH's mission in the community.

Education and Experience:

- Bachelor's degree in marketing, communications or related field.
- Experience with nonprofits, event management and fundraising preferred.
- Experience with Raiser's Edge or similar donor database management software preferred.

Physical Requirements and Working Conditions:

- Most working hours will be spent in a typical office environment. Must be able to operate computer for most of the workday with appropriate rest periods.
- Availability to work early mornings, evenings and weekends as required by Foundation activities.
- Valid Connecticut driver's license and reliable means of transportation.
- Ability to lift and carry up to thirty pounds is helpful but not essential.

To apply, send your resume and cover letter to Ken Alberti at ken@sarahfoundation.org with "Administrative Assistant" in the subject line. No phone calls please.

The SARAH Foundation is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex.