



United Way
of Manistee County

Position Description:
Administrative Assistant for Operations
(25 hours per week)

Objective

To provide administrative support for the Board of Directors, Executive Director, Campaign Staff and volunteers, assisting in a confidential and professional manner with all aspects of the mission of United Way of Manistee County.

Supervision Received

Works under guidance and direction of the Executive Director.

Responsibilities and Essential Duties of the Position

- Produces written reports, letters, and publications utilizing Excel, Word, Access, Power Point and QuickBooks. Proficiency in Excel, Word and QuickBooks Online is expected.
- Maintains the United Way technology hardware, software, web site, and ..,/e-mail platforms.
- Enters Financial data in QuickBooks and Donor Perfect and produces reports.
- Maintains corporate records and files including mailing lists, volunteer lists, donor lists and contribution records. Acknowledges gifts and volunteers service.
- Prepares outgoing correspondence and handles clerical duties including copying, faxing, filing, mailings, meeting agendas and minutes, office supplies, assembling and disseminating packets.
- Assists with telephone work by answering inquiries, making contacts and interacting with staff, volunteers, donors, vendors, bankers, State and Federal offices, United Ways and other Agencies.
- Interacts with accounting services, enters receivables and payables in QuickBooks, balances the checkbook and Credit Card statements, prepares deposits, maintains donor records and produces reports.
- Provides staff support for Community Impact Programs.
- Provides functional coordination, and communication with, the Technology and Website Specialist.

- Assists with annual fundraising campaign, including:
 - preparation of campaign and other promotion materials
 - recruitment, organization and training of volunteers, including preparation of training manuals.
 - execution of direct mail appeals
 - receipt and reconciliation of campaign report envelopes, pledges and contributions
 - maintenance of system for efficient collecting, processing and tracking of pledges
 - preparation of campaign progress reports
 - compilation of historical data from workplace campaigns.

Special Knowledge/Skills Required

- Understands the mission of United Way of Manistee County.
- Communicates in a clear, concise and professional manner in verbal and written formats.
- Projects an image of competency and professionalism that will inspire the trust, respect and confidence of others.
- Understands the importance of confidentiality and conducts oneself in such a manner as to protect Corporate and private personal information.