



Advancement Administrative Assistant Philadelphia, PA

Cape Eleuthera Foundation Inc. is a 501(c)(3) nonprofit founded in 1997 to support education and research, and has a strong track record of establishing transformative programs on the island of Eleuthera in The Bahamas. Our Philadelphia-based team recruits students and raises funds to help young people realize their potential, gain perspective on cultures different than their own and make a positive impact on their world. The Island School, Deep Creek Middle School, and Cape Eleuthera Institute are among the long-term projects awarded grants by our Board of Directors. Through these programs, high school students learn to live on a green campus powered by renewable energy and explore academics outside of traditional classroom walls. Local students from Eleuthera solve real-world problems as part of their middle school training. Researchers generate knowledge on resource management and sustainable development to inform local decision makers.

Position Description

We are looking for a self-motivated and detail oriented individual to join our small Philadelphia-based team full-time as the Advancement Administrative Assistant. The ideal candidate has demonstrated administrative drive and is willing to contribute across areas, with the opportunity to grow into more responsibility. The candidate should be looking for an administrative-heavy role with a want to learn more about the function of Advancement (Admissions, Fundraising and Communications) at a dynamic non-profit. The Advancement Administrative Assistant will report to the Director of External Affairs at the Cape Eleuthera Foundation.

Responsibilities*

* This is an overview of the position, but responsibilities are not limited to the below

Advancement Responsibilities

- Assist in planning and executing donor, alumni and board events
- Assist in preparing pledge letters and pledge reminder letters
- Assist in preparing donor stewardship and impact reports
- Review and prepare gift records and reports
- Input donation records into our database
- Participate in donor stewardship efforts thank you notes and phone calls
- Supports production of Annual Report
- Assist in coordinating alumni gathering with Admission & Alumni Associate



- Assist Associate Director of Fundraising on an as-need basis with various letters, reports, presentations and special events
- Coordinates major annual mailings and print production

Admissions Responsibilities

- Assist in coordinating admissions gatherings with Admission & Alumni Associate
- Travel occasionally to New England schools and events (position is primarily office-based with standard working hours)
- Read and score student admission applications
- Send reminders to applicants and recommendation writers
- Organize the applicant interview schedule and coordinate coverage with volunteers
- Generate student lists and groups in our database
- Collect and track student enrollment forms
- Manage and maintain admission-based work in our database

Office Administration

- Respond to email and phone questions from clients
- Help coordinate logistics for annual board meetings
- Assist with general business office tasks (complete insurance applications, tracking payments, source supplies)
- Mail, scan, organize and complete documents
- Coordinate printing of all marketing and stewardship materials
- Other duties as assigned

Database Maintenance

- Significant database support through inputting and updating information and maintaining database reports of all Advancement processes

Skills and Qualifications

- A university degree and/or an equivalent combination of education
- Demonstrated ability to complete detailed tasks independently
- Excellent interpersonal and written communication skills
- Ability to manage multiple projects and adapt to accommodate delegated tasks
- Technologically proficient in Microsoft Office and Google web applications, experience resolving printer, projector and network issues. Salesforce database experience is preferred
- Expectation that majority of tasks will be administrative and office-based



Compensation

Salary commensurate with experience. Standard benefits for this full-time position include medical, dental and other workplace benefits. Office is located in Philadelphia's Center City District.

Kindly apply through Catch the Best with a resume and cover letter via email to **ec07@app.catchthebest.com**. Qualified applicants will be reviewed and contacted on a rolling basis beginning at the end April to begin employment on or before July 1.