

Development and Administrative Associate
Job Description
Lambert House LGBTQ Youth Center
Posted October 2019; Open until filled

Lambert House LGBTQ Youth Center, located in Seattle, Washington, is seeking a 35-hour per week Development and Administrative Associate. The position supports the fundraising, administrative, and program functions of the non-profit. Salary range: \$36,400-45,500 depending on qualifications.

The selected applicant must be meticulous in data entry and record keeping, exceptionally detail-oriented, and trustworthy in maintaining strict confidentiality of business, personnel, donor, and client records. The position handles a variety of tasks related to institutional and individual giving, business operations, human resources management, procurement, correspondence, and filing, among others. Responsibilities can include answering the phone, editing documents, and maintaining filing systems. A bachelor's degree is strongly preferred; professional experience may substitute for education. Experience in word processing, and the ability to multi-task are requirements. The applicant must pass a national criminal background check. This position reports to the executive director. A two-year minimum commitment is requested.

Responsibilities:

- Enter donor records in a complex relational database
- Generate thank-you letters for donors and mail them in a timely fashion
- Follow up with donors whose credit cards have expired to renew their ongoing donations
- Research donor prospects and add prospective donors to the database
- Source and order office supplies; maintain inventories of printer cartridges, stationery, and other supplies
- Pick up the mail from the post office and distribute the mail internally
- Prepare monthly bulk mailings, including prepping mail for handling by the post office
- Deliver monthly bulk mailings to the Bulk Mail Entry Unit at Boeing Field. (Mileage reimbursement is provided.)
- A wide variety of other tasks

Requirements

- Must be able to maintain strictest confidentiality of business, personnel, and client records
- Must be able and willing to drive, have a current driver's license, and proof of current auto insurance if using your own vehicle
- Must be able to handle multiple priorities simultaneously
- Must have excellent interpersonal communication skills on the phone and in-person with vendors, contractors, parents of clients, coworkers, and others.

Additional Qualifications:

- Comfortable using a wide array of software and learning relational database software
- Professional experience handling confidential personnel records
- Professional experience in small-scale procurement, including obtaining multiple competitive bids for licensed contractors such as plumbers and electricians.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, talk, see, and hear. The employee is also required to regularly push, pull and lift objects weighing up to 20–30 pounds unassisted, and to climb one flight of stairs 5–15 times per day. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lambert House is a smoke-free space; no smoking by staff is allowed on the premises.

To Apply

Email cover letter and resume to jobs@lamberthouse.org, Attn: Ken Shulman

Selected candidates will be contacted to schedule an interview.