

POSTED: 2/9/2018
POSITION: PR/FUND DEVELOPMENT ASSISTANT
DEPARTMENT: Administration
HOURS: 20 hours (8:00 am – Noon / Mon-Fri)



Summary:

Assist in the coordination & implementation of events; attend internal and external agency events (some evenings and weekends); provide administrative support to the Director of PR/Fund Development department; coordinate departmental mailings; assist with social media postings/content.

Essential Duties and Responsibilities include, but are not limited, to the following.

- Preparation, coordination and implementation of various internal and external event gatherings including, but not limited to; Annual Celebration and Awards Night, Threshold Society Member Social, Annual Legislative Meeting.
- Chair the External Events committee meetings.
- Coordinate with sponsors, vendors, employees and volunteers relating to event planning.
- Enter donor gifts, maintain donor database, send donor acknowledgements and produce requested reports.
- Record minutes for the Public Relations/Development Committee meetings.
- Assist in the development of professional material to include, but not limited to, the Mosaic, newsletters, flyers, and brochures.
- Assist with posts/uploads to agency Facebook and YouTube pages.
- Assist with picture taking at various facility-based client events as well as external events.
- Maintain agency Public Relations archive.
- Coordinate all public relations and fund development mailings.
- Follow all safety policies and procedures.

QUALIFICATIONS:

Education and/or Experience:

Associate's degree and/or three years related experience and/or training or combination of education and experience. Knowledge of event planning and fundraising background a plus. Exceptional organizational skills and attention to detail is critical.

Language Skills:

Ability to write reports, donor and business correspondence. Ability to effectively present information and respond to questions from groups of managers, donors, board members, clients, staff, customers, and the general public.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables.

Computer / Technology Skills:

Microsoft Outlook, Word, Publisher and Excel; Internet Explorer; Donor Perfect; Facebook, YouTube; web based technology.

Transportation:

Essential duties typically require a valid WI driver's license and a good driving record. Access to an adequately insured vehicle.