

# EXECUTIVE ASSISTANT

(posted 8/30/19)



## Position Details

- Location: Office setting, downtown Spokane, WA
- Position type: Permanent
- Supervisor: Executive Director
- Work terms: Hourly, part-time 30 hours/week

## Job Purpose Summary

The ideal candidate will provide top-level assistance for the Executive Director. They should be well-organized and be comfortable scheduling meetings and responding to emails. Lastly, this individual should be able to draft documents and help with any necessary meeting preparation.

## Position Responsibilities

- Provide administrative support to the Executive Director and Board of Directors, maintaining confidentiality as necessary
- Manage daily administrative and office management functions
- Create and review letters, presentations and reports
- Manage correspondence with donors, grantees and the public
- Maintain donor database by entering donor records, acknowledging gifts, grant management.
- Assist with event planning
- Respond to questions and requests for information from board members and the public
- Perform other duties and projects as assigned

## Position Qualifications

- Bachelor's degree or equivalent experience
- Proficient in Microsoft Office suite
- Experience in managing multiple priorities, administrative coordination, and logistics
- Well-organized, detail-oriented, ability to multi-task with great follow-up skills
- Strong written and verbal communication skills
- Ability to organize and analyze data in Excel
- Ability to analyze and revise operating practices to improve efficiency

## Preferred Qualifications

- Basic bookkeeping (data entry, management of accounts receivable and payable)
- Marketing skillset with an emphasis on nonprofit communications
- Experience using the following systems: Quickbooks Online, Bloomerang, GrantStation, Greater Giving

To apply, please email resume and cover letter to [ed@whwfspokane.org](mailto:ed@whwfspokane.org)