



FUNDRAISING/ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

Summary:

This position provides administrative support to the Scout Executive, development, and marketing activities of the organization. This position requires a broad range of administrative, organizational, and basic technology skills. Responsible for the accurate recording of pledges, payments and contributions that support the financial well-being of Mount Baker Council. Communications during various phases should be professional, neat and timely. At all times, the donors' confidentiality must be maintained.

Essential Duties and Responsibilities:

- Provides phone support to the volunteers.
- Recording and posting of all fundraising transactions by the Council.
- Prepare donation invoices, thank you letters and year-end statements to donors.
- Responsible for handling daily mail, following approved procedure.
- Prepare mail logs for the day and distribute to departments.
- Prepare bank deposit from daily mail received.
- Reconcile monthly and fundraising reports to general ledger, and prepare fundraising reports for monthly board meeting
- Update online calendar as needed.
- Support council marketing committee with regular, scheduled tasks
- Provide administrative support to the Scout Executive.
- **Other duties as assigned.**

MINIMUM QUALIFICATIONS & SKILLS:

Must be a self-starter. General office experience, including adequate typing skills, word processing, and knowledge of data-entry. The ability to keep accurate records is required. Knowledge of computer programs, especially Microsoft Office and a willingness to learn new programs, especially BlackBaud CRM (fundraising platform) and PeopleSoft (accounting software), Scouting Gives platform and Black Pug software. Detail oriented with ability to organize priorities. Ability to read and interpret documents. Ability to multi-task. Must have a professional appearance and a pleasant phone voice. Able to be flexible in a variety of situations and be detailed oriented with good organizational skills. Ability to speak effectively to customers, volunteers or employees of our organization. Ability to apply common sense understanding to carry out instructions furnished in written or oral form.

MATERIALS AND EQUIPMENT USED:

- Computer, telephone, cell phone, visual aids.
- Valid driver's license/insurance to operate motor vehicles.

PHYSICAL ACTIVITIES:

Reaching, standing, walking, fingering, grasping, feeling, talking, hearing.

PHYSICAL REQUIREMENTS:

Sedentary work.

MENTAL DEMANDS:

Reading, detail work, confidentiality, problem-solving, language, training, math, reasoning, verbal communications, written communications, customer contact, multiple concurrent tasks, constant interruptions.

This position will be remote (working from home). Candidates from Marysville and Smokey Point are encouraged to apply.