

Partnership for the Delaware Estuary

JOB DESCRIPTION

EVENTS AND OFFICE ADMINISTRATOR

GENERAL DESCRIPTION

The Events and Office Administrator organizes and implements PDE's fundraising events, conferences and major meetings; assists with fundraising appeals; maintains PDE's contact database; and provides administrative support for the office and Board activities.

JOB FUNCTIONS

1. Fundraising Events and Program Conferences
 - Organizes site selection, on-site logistics, and volunteer coordination
 - Works collaboratively on event planning with other staff members
 - Creates and shares promotional materials (direct-mail and online)
 - Sets-up online ticketing system, tracks RSVPs, and processes payments
 - Produces name tags and sets up and manages the event registration table
 - Implements the silent and live auction at the annual gala fundraiser
 - Acquires auction items, packages the items, and sets up the auction
 - Manages the auction payment and check-out process
2. Annual Fund
 - Creates mail merge, prints, and mails solicitation and acknowledgement letters
 - Assemble and mail fundraising appeals, including working with a mail house
 - Applies to workplace giving campaigns
 - Input annual fund and other donations in database
3. Database Administration
 - Input ticket purchases, sponsorships, and donation information into the database
 - Update contact information in the database
 - Produces reports and builds queries for appeals, donor recognition, and other functions
 - Reconciles the database to the accounting system.
4. Office Administration
 - Provides support for all incoming and outgoing mail.
 - Collects and prepares data to assist the accounting function.
 - Provides basic support to maintain the office space, office equipment, and vehicles.
 - Schedules attendees, rooms and catering for Board and staff meetings.
 - Prepares Board meeting materials and takes Board meeting minutes.
 - Maintains contact lists for the Board, Committees and staff.
 - Provides administrative support to the Board and Executive Director.
 - Maintains the Board calendar and Board materials on the PDE website.

5. Performs all other duties as assigned

REQUIRED SKILLS & EXPERIENCE

1. 1 year of experience working in a related position
2. BA from an accredited college or additional experience working in a related position
3. Demonstrated experience planning and implementing events and meetings.
4. Demonstrated ability to work effectively in a team setting
5. High level of attention to detail
6. Microsoft Office experience and Salesforce (or similar CRM) database experience
7. Excellent written and oral communications
8. Valid United States driver's license.

WORKING CONDITIONS

Time spent in this position will be primarily in an office setting. Occasionally, there will be tasks completed in a storage facility, outdoors, or off-site at event venues. Work hours may shift dependent on events and project assignments. Infrequently, there will be a need to work on a weekend day.

PHYSICAL REQUIREMENTS

The incumbent should be able to lift 30 pounds. The incumbent should be able to sit and stand for at least 3 hours at a time.

REPORTING RELATIONSHIPS

Reports to: Development Manager

Direct reports: none