



**POSITION:** Executive & Development Support Specialist  
**REPORTS TO:** Executive Director  
**FLSA:** Non-exempt

## **SUMMARY**

A critical member of our team the Executive & Development Support Specialist will support key functions in our executive, development and administrative teams to ensure accurate, timely, and smooth operations within our organization. This role will help steward quality donor data, bridge relationships with diverse stakeholders, and support the efficiency of our executive administration team.

## **ESSENTIAL FUNCTIONS**

### **Data Management**

- Supports the Marketing & Development team to ensure the accurate and timely capture of donor data in Donor Perfect.
- Updates existing and enters new data records and gifts in a timely manner; verifies accuracy and completeness of records; pursues missing/incomplete information as needed.
- Prepares donor acknowledgements, generates giving lists, and becomes familiar with our donor and foundation partners from a data and reporting perspective.
- Values quality, accuracy and precision in numeracy and spelling in all data and documents.
- Participates in planning, and administration of activities related to the capital campaign.

### **Document Development & Maintenance**

- Working closely with the Executive Director and Chief Financial & Administrative Officer, prepares and distributes all Board materials, including agenda, meeting notices and supporting documents.
- Maintains Board files in compliance with applicable rules and regulations set in bylaws regarding board matters, and ensures legal and governance documents are up to date and filed properly.
- Organizes and maintains physical and electronic files to enable efficient retrieval; supports requests to gather information for auditors and other appropriate contacts as needed.
- Maintains accounting, vendor and human resources related files as needed.

## Administrative Support & Relationship Management

- Develops reports and presentations for development and executive purposes. Gathers input and feedback from contributing leadership to refine content as needed to ensure a high quality and timely work product.
- Manages workflow of the executive team, including prioritization & follow up on tasks and output; schedules appointments and meetings upon request; communicates updates, cancellations, and rescheduled meetings effectively. Monitors attendee responses, planning conflicts and solicits needed input for prioritization.
- Serves as administrative liaison to Board Members; responds to Board member requests; manages Board meeting logistics (virtual and in-person).
- Serves as backup support for data entry for accounts payable.
- Support other administrative requests as priorities, needs, and events of the organization evolve.

## REQUIREMENTS

### Education & Experience

Consideration for this position requires:

- Commitment to Towards Employment mission and values.
- High school diploma or equivalent.
- 2+ years office administration experience or Bachelor's degree preferred.
- Demonstrated communication and collaboration skills, and relationship building and customer service orientation.
- Strong attention to detail, organizational, time management and problem-solving skills.
- Highly skilled experience with Microsoft Office, PowerPoint, Excel, and Outlook. Able to create documents and presentations without previous drafts; able to build tables, graphs and utilize other document preparation tools as needed.
- Knowledge of Donor Perfect or other database management experience essential.
- Ability to work remotely effectively until a safe return to onsite work is plausible.

### Competencies

Success in this position also requires:

- **Detail Orientation** – Prioritizes the importance of accuracy in all matters; ability to review work and identify errors; values high quality work product and responsiveness.
- **Relationship Building** - Ability to work effectively and collegially with people with a diverse cultural, socioeconomic, racial and educational backgrounds; ability to understand and bridge relationships between constituents and stakeholders, internally and externally.

- ***Confidentiality and Discretion*** – Ensures a high level of discretion at all times, on all matters.
- ***Communications Champion*** - Outstanding ability to effectively communicate with others, internally and externally; seeks clarification as needed to ensure expectations are clear and work product is on point.
- ***Social Justice and Racial Equity Advocate*** – Passionate about promoting racial equity and inclusion at personal, organizational and systems levels; Understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.

Interested candidates should submit their cover letter and resume to [hr@towardsemployment.org](mailto:hr@towardsemployment.org) for consideration.