



EXECUTIVE/DEVELOPMENT TEAM ASSISTANT

Position Description:

Catawba Lands Conservancy (CLC) is a nonprofit regional land trust that protects the land, water, and wildlife resources of the Southern Piedmont and Lower Catawba River Basin. Stewardship of the CLC's protected lands is a critical function and includes monitoring, managing public access, protecting and enhancing conservation values and ensuring compliance with third party restrictions. CLC is the lead agency for The Carolina Thread Trail (CTT); a regional network of greenways, trails and blueways that connect 15 counties, 2 states and 2.3 million people.

As an Executive Team Assistant you will be responsible for providing administrative support to ensure efficient operation of the office. You will support managers and employees through a variety of tasks related to development, board support, organization, finance and communication. You will communicate via phone and email ensuring that all Executive Team Assistant duties are completed accurately and delivered with high quality and in a timely manner.

Qualifications:

The Team Member:

- "Team-over-self" personality; professional and positive attitude.
- High energy team player with a passion for conservation and a willingness to work with people from diverse backgrounds to accomplish CLC's mission.

Education and Skill Set(s):

- Attention to detail and problem solving skills
- Excellent time management skills and ability to multi-task and prioritize work
- Proven admin or assistant experience with a minimum of an Associate's degree. Completion of four-year degree preferred.
- Strong knowledge of Microsoft Office Suite a must, especially Excel and PowerPoint, prior knowledge of donor databases preferred, (i.e. Salsa, DonorPro)
- Extensive software skills are required, especially Microsoft Office, as well as Internet research abilities and strong communication skills.
- Knowledge of office management systems and procedures
- Excellent written and verbal communication skills
- Strong organizational and planning skills

Position Duties and Responsibilities:

A. Development/Fundraising Support

- Responsible for accuracy of entire DonorPro database –perform periodic review and update of database
- Train staff on correct usage of database
- Receive gifts, enter into database, prepare and mail thank you letters
- Run renewal reports for all donors – prepare letters by merging, printing, having signed, stuffing and mailing
- Prepare donor lists for annual report and membership graphs and reports in Excel
- Run other reports as needed – event invitations, newsletter lists, etc.

B. Executive Support

- Organize and schedule meetings and appointments
- Maintain and update contact lists

C. CLC and CTT Board Support

- Manage new Board orientation and prepare handbooks, both CLC and CTT
- Prepare PowerPoint presentations
- Attend board meetings and take meeting minutes
- Track meeting RSVP's to ensure quorum is met
- Manage lunch orders for CTT Board, snacks for CLC Board meetings
- Prepare and distribute packets
- Maintain accurate listing of Board rosters and contact information
- Draft and send other Board communications as needed

D. General Administrative/ Office Management

- Ordering general office supplies, as well as CLC letterhead, envelopes and business cards, other supplies as needed by staff, Xerox and postage supplies
- Maintenance of office equipment, including Xerox, postage machine and phones
- Maintain inventory of letterhead and other materials
- Manage relationship with property manager/landlord – general maintenance of office and communal areas (ie: Kitchen, boardroom, supply area)
- Sort and distribute incoming mail, assist with outgoing mail as needed
- Provide office orientation to new staff
- Answering general inquiries via phone and/or email
- Resolve any administrative problems as they arise

E. Finance Support

- Maintain PTO schedules for each staff member
- Organize monthly credit card reports
- Process outgoing checks through online system