

*The United Way of Rutland County is seeking an experienced **Administrative Assistant** to provide administrative and customer support for the major gift giving, planned giving and any other resource development efforts.*

Work Schedule: Part-time up to 20 hours per week. Flexible hours with some remote work options available.

Purpose of the Position: The Administrative Assistant

Essential Functions

- Maintains accurate records pertinent to individual giving efforts, including prospect lists, designation and gift data, event attendance and volunteer committees.
- Provides administrative support for volunteer committee meetings, including distributing agenda and supporting documentation.
- Compiles data and summary reports as needed, i.e. designation reports, gift and pledge tracking, annual prospect lists, etc.
- Prepares materials for mailings to include list management, merging letters and other materials, collating, stuffing, and mailing. This includes the annual campaign packets and thank you letters for donors.
- Provides support for workplace campaigns including collecting committee member information, assisting with coordinator workshops, and preparing campaign associates
- Assist in the development and distribution of promotional materials, direct marketing, and press releases, print media, social media and other marketing platforms.
- Provides support as needed for special events both prior to the event and on-site for the event with invitations, reservations, attendance, and other duties as assigned.
- Provides administrative support for grant writing efforts as needed
- Supports the Executive Director, other staff (including back up assistance to the receptionist) and volunteers as needed, including but not limited to answering phones written correspondence, email responses, providing partner agency support, and performing special projects.

Position Qualifications

- Three- Five years' administrative experience.
- High School diploma or equivalent.
- Demonstrated effective oral and written communication, organization and interpersonal skills.
- Demonstrated proficiency in Microsoft Excel, Word, WordPress, Mail Chimp, Google Drive/workspace and Google Forms.
- Demonstrated ability to work with executive levels in business, industry and government, foundation management, and other key community leaders.
- Possess and maintain a valid driver's license.



The United Way of Rutland County's top priority is to create real social change that leads to better lives and healthier communities. This drives both personal performance and professional motivations.

Please submit your cover letter and resume to info@uwrutlandcount.org