

Your Title: Executive & Development Assistant

Hours: Full Time

Location: Lyons, Nebraska

Compensation: \$36,000 + comprehensive benefits package

Application Date: May 9 for full consideration

Start Date: June 1, 2014 (flexible)

Position Purpose:

We are looking for an exceptionally well organized, self-starting Executive & Development Assistant to provide administrative, strategic, and development support to the Executive Director and other members of the Center for Rural Affairs team. This position offers the right candidate an opportunity to work directly with the Executive Director of a leading nonprofit organization with a national reputation for progressive rural advocacy and development work.

The position can be broken down into three buckets of responsibility. This will give you an idea what your week will look like:

- **50% - Provide executive assistance to the Executive Director. Duties include writing, editing, administrative support, day-to-day operations, as well as several higher-level responsibilities. For instance:**
 - Assist in preparing sharp-looking and compelling grant proposals and grant reports. Especially writing, editing, proofreading, and formatting.
 - Manage appointments, travel arrangements, expense tracking, and other administrative functions critical to smooth operations.
 - Coordinate internal Center meetings and external events, including agendas, travel, and logistics, and follow-up.
 - Draft, edit, review, and process external communications.
- **30% - Support our individual donor development team. Duties will include:**
 - Manage in-house mailing processes, including coordinating supplies, printing and mailing lists.
 - Ensure donation “thank you” are printed, signed, and mailed on a “same day” basis.
 - Assist with new constituent welcome and engagement process, connecting new constituents with opportunities to advance our work.
 - Assist with constituent database management, constituent data entry, and list management to leverage opportunity to align constituent interest with program and development priorities.
- **20% - Provide support for other organizational operational needs. For example:**
 - Coordinate and facilitate work among team members and across the organization.
 - Check, sort, and file incoming mail daily.
 - Collaborate with staff members on special projects as needed.

Qualifications:

The ideal candidate will be a college graduate with strong writing and communications skills and excellent proficiency with Microsoft Office and Google applications.

If these phrases describe you, we want you for our open position.

- Quick learner who is meticulously detail-oriented and produces high-quality work
- Self-starter who works independently, and organizes time and priorities to meet deadlines
- Cooperative and helpful spirit
- Thrives in an entrepreneurial environment and is energetic, resourceful, and flexible

Additionally the right candidate must possess:

- Strong writing and editing skills, including grammar, punctuation, and spelling
- Excellent internet and computer proficiency
- A slight obsession with details and organization and the ability to organize, monitor, and track numerous ongoing and one-time activities, events, and projects
- Strong attention to detail and ability to take initiative and manage multiple projects
- People skills, including strong coordination and facilitation skills
- Drive and a willingness to work under pressure in a dynamic environment
- A positive attitude

The following are a plus, but not required:

- Experience with Adobe Suite, constituent databases, and project management tools
- Accounting/financial management experience
- Planning and meeting coordination experience
- Grant writing experience
- Experience with rural issues

To Apply:

Send a cover letter, resume, and one short writing sample (1-3 pages), to trishd@cfra.org. Apply by May 9, 2014 for full consideration.