

Trees For Tomorrow Position Description

POSITION: DEVELOPMENT ADMINISTRATIVE ASSISTANT

Department: Administration

Time: 20 hours/week

Reports to: Executive Director

FLSA status: Non-Exempt

SPECIFIC DUTIES, ACTIVITIES, AND RESPONSIBILITIES:

All Trees For Tomorrow employees are expected to adhere to the below TFT values:

- **Balance:** Able to work well under stress. Employee balances personal needs, professional needs, and work responsibilities.
- **Sustainability:** Understand and represent Trees For Tomorrow's mission. Use resources wisely while at work.
- **Collaboration:** Collaborate with and support other departments when appropriate.
- **Learning:** Strive to broaden knowledge, skills and experiences.
- **Professional:** Good communicator with supervisor and fellow staff. Positive communications and interactions with guests. On time, customer service oriented, and positive attitude.
- **Fun:** Employee shows enthusiasm about their job and organization

Additional requirements for all employees:

- Subject to background and drug tests prior to and throughout employment

Development Administrative Assistant

Summary: The Administrative Assistant supports the Executive Director by managing operational, logistical, and data-related tasks that enable the ED to focus on donor relationships, fundraising, and strategic leadership. This role provides essential task execution and behind-the-scenes coordination to ensure the smooth functioning of Trees For Tomorrow's communications and development efforts.

Communications & Mailings

- Draft donor thank-you letters and other donor communications for ED execution
- Assist with donor mailings including bulk mail support
- Assist with writing and editing articles, blog posts, and press releases
- Maintain mailing lists

Development & Grant Support

- Assist with grant applications and reporting requirements
- Create and maintain a "grant library" of commonly used documents and content
- Track grant deadlines, reporting windows, and requirements
- Prepare briefing materials and other collateral for donor meetings
- Draft donor communications and touchpoints to support ongoing stewardship
- Conduct basic prospect research to support ED's fundraising strategies and campaigns
- Track stewardship touchpoints and ensure every donor gets regular engagement
- Prepare donor impact summaries

Trees For Tomorrow Position Description

POSITION: DEVELOPMENT ADMINISTRATIVE ASSISTANT

Donor Database and Data Integrity

- Enter and code gifts in Bloomerang according to established guidelines
- Perform regular data audits to ensure accuracy and completeness
- Pull queries and segment data for campaigns and events
- Manage routine donor follow-up tasks in Bloomerang
- Set up automation templates in Bloomerang based on ED direction (thank you triggers, welcome series).

Meeting & Event Logistics

- Assist with logistics for meetings, events, and conferences
- Prepare materials for board meetings and advisory council meetings
- Support planning and execution of fundraising events

Qualifications

- Excellent customer service skills
- Familiarity with Microsoft Office
- Ability to learn other computer and online software (Bloomerang)
- Attention to detail, ability to multitask
- Ability to work cooperatively with others and independently
- Sit for extended periods of time
- Ability to lift up to 25 pounds overhead