

Trees For Tomorrow Position Description

POSITION: ADMINISTRATIVE ASSISTANT

Department: Administration

Time: 40 hours/week

Reports to: Office Manager

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 provides essential support across front office operations (50%) and development functions (50%). This role manages daily administrative tasks, guest and participant services, data entry, logistics, and development support. The position ensures smooth functioning of Trees For Tomorrow's communications, events, and administrative processes.

Front Office & Guest Services

- Greet visitors and provide excellent customer service.
- Answer and route phone calls.
- Process incoming and outgoing mail.
- Support program registrations using FareHarbor or related platforms.
- Review and organize student thank-you letters.
- Maintain office filing systems and general administrative organization.

Gift Shop & Visitor Operations

- Process sales and operate the POS system; count and reconcile the cash register.
- Restock merchandise and assist with ordering as needed.
- Support overall visitor experience in collaboration with program staff.

Volunteer Coordination

- Process volunteer applications and maintain volunteer records.
- Communicate volunteer opportunities and track hours.

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Meetings, Events, & Board Support

- Assist with logistics for meetings, conferences, and organizational events.
- Support planning and execution of fundraising events (materials, setup, volunteers).
- Prepare materials for board and advisory council meetings.

Development Support

- Draft donor thank-you letters and communications for ED execution.
- Assist with donor mailings, including appeals, stewardship reports, and bulk mail.
- Maintain development mailing lists.
- Prepare briefing materials and meeting packets for donor meetings.
- Draft donor touchpoints, impact summaries, and stewardship materials.

Donor Database & Data Integrity (Bloomerang)

- Enter and code gifts according to organizational guidelines.
- Perform regular data audits for accuracy and completeness.
- Pull queries and segmentation lists for campaigns and events.
- Manage routine donor follow-up tasks within Bloomerang.
- Set up basic automations in Bloomerang as directed.

Grant & Prospect Support

- Assist with grant applications, attachments, and reporting tasks.
- Maintain a grant library of common documents and narratives.
- Track grant deadlines and reporting requirements.
- Conduct basic prospect lookups to support fundraising strategies.

Marketing & Community Support

- Assist with creating and editing articles, blog posts, and press releases.
- Submit programs/events to local calendars and chambers.
- Post flyers/ads within the community for special 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