

JOB OPENING

Right Sharing of World Resources is excited to announce a full-time job opening for an Executive Assistant/Development Associate. The job description is below, and could begin in Wilton, New Hampshire and then be done remotely. We would welcome someone with entry level experience who has the desired skill set and is eager to learn. Please post and circulate widely.

Inquiries and applications should be sent electronically to Jacqueline Stillwell, General Secretary with a letter of interest, resume, and 3 references. Applications will be accepted until the right person appears; interviews will begin in early September.

jacquelinestillwell@rswr.org

www.rswr.org.

Job Title: *EXECUTIVE ASSISTANT/DEVELOPMENT ASSOCIATE*

Summary: The Executive Assistant/Development Associate is an essential team member and responsible for the support of Right Sharing of World Resources staff and volunteers while working closely with the General Secretary to implement a comprehensive development program for Right Sharing. This work could be done in New Hampshire and/or remotely.

Desired Qualifications:

- Supportive of RSWR's mission and goals
- Good interpersonal written and oral communication skills
- Have a deep level of integrity
- Welcoming and accommodating when representing Right Sharing with donors, trustees, and staff
- Endowed with commitment and imagination; creative thinker
- Organized self-starter, independent worker, and team player
- Ability to work on multiple projects while setting priorities and meeting deadlines
- Familiar with (or member of) the Religious Society of Friends
- Experience managing technology to support administrative and communication functions. Proficiency with word processing, database (Donor Perfect), and electronic (Google Drive) and paper filing systems
- Demonstrated attention to detail, accurately organizing and recording data and information, and keeping track of dates and details
- Sees the big picture and can anticipate potential future scenarios; ability to research, organize and interpret data
- College degree or equivalent experience
- Able to travel occasionally

Desired Experience:

1. Implementing a well-run development program.
2. Running annual giving campaigns, doing mail, email and e-blast appeals.
3. Operating computer programs for development database management (Donor Perfect), word processing, excel spread sheets, and file storage (Google Drive).
4. Working with volunteer committees and supporting volunteers.
5. Writing thank you letters and notes to supporters.

Duties and Responsibilities:

Administrative:

- Answer phone and redirect calls as needed.
- Manage administrative common calendar.
- Process email daily; act on or redirect to appropriate persons as needed.
- Organize and maintain G drive files. Maintain and keep accessible current copies of the Code of Regulations, Personnel Manual, and Board Policy Manual and list of active trustees.
- Provide appropriate support to board clerk, officers, committee clerks and members of the board.
- In concert with the Board Clerk and General Secretary oversee logistical arrangements for board meetings, organize and distribute materials, and work with conference center.
- Provide technology training for staff and board members on up-to-date approaches for staying connected and using electronic files remotely.
- Attend committee meetings and other events as needed in consultation with the General Secretary.
- Other duties as assigned by the General Secretary.

Development:

- Prepare and send acknowledgements and thank you notes to donors promptly and effectively.
- Support General Secretary with donor cultivation. Arrange travel, conference registrations, Yearly Meeting/Monthly Meeting presentations and donor visits.
- Enter information from donor contacts in data base and complete follow-up communication with donors.
- Manage Donor Perfect database and insure proper recording of all donor information and communication, including board in-kind donations and email/ mailing address changes.
- Analyze data on donors and contributions, and provide reports.
- Prepare and mail displays and marketing materials to RSWR volunteers to assist with interpretation.
- Maintain quality control between QuickBooks and Donor Perfect systems.

Supervisor: General Secretary

full time

Salary range \$29,000 - \$36,400

Benefits - paid vacation & sick time, health insurance, retirement