

Title: Administrative Assistant

Status: Full-time

Reports to: President

Overview: The Administrative Assistant (AA) will provide administrative support to all departments of the United Way office. The AA engages diverse stakeholders to accurately and effectively assess community needs and strategically guides United Way to contribute to the community's priorities. The AA is an expert on community issues and challenges and has a thorough knowledge of the data trends, research, and environment and community stakeholders. The AA serves as the liaison between nonprofits in the community and United Way. The AA coordinates with financial manager and handles some accounting tasks on a weekly basis.

Responsibilities:

- Assist in preparation for various meetings to include correspondence, scheduling meeting facilities, notifications, follow-up calls and documentation of attendees. Compile and collate information for Board of Directors and Executive Committee meetings. Attend Board and Executive Committee meetings, taking minutes of the meetings.
- Prepare notebooks for new board members.
- Maintain adequate office supplies (in line with budget) and general maintenance of office equipment.
- Maintain and update all information in the data processing system concerning accounts receivable. Balance monthly financial statements.
- Work closely with Financial Manager to achieve highest percentage collectible on all accounts.
- Work with Financial Manager to gather information and answer questions for annual audit.
- Assist with ongoing community needs research including community conversations, surveys, etc.
- Provide direction and management of community investments, fund distribution processes and community investment strategies; including managing impact committees.
- Coordinate and oversee agency partnerships in conjunction with the President of United Way. Collect mid-year and end-of-year reports from partner agencies.
- Create comprehensive strategies to recruit and develop an adequate and diverse pool of effective volunteer leaders for community investment and impact work.
- Build and maintain positive working relationships with community investment volunteers at all levels.
- Ensure that key measurements are in place to determine progress toward community goals and develop reports to track progress to the community.
- Ensure that community impact work involves a broad spectrum of constituents.
- Represent United Way at organizational and community related meetings as appropriate.
- Promotes 2-1-1 in the community.
- Ensure United Way is in compliance with all state requirements to maintain 501c3 status.
- Assist Campaign Director and President in completing Database II per United Way Worldwide affiliation agreement.

Skills:

- Strong written and oral communication skills.
- Self-starter with the ability to work independently and accurately complete tasks.
- Ability to recruit and manage volunteers and work with diverse sectors of the community.
- Multi-tasking, meeting deadlines and performing under pressure.
- Represent the United Way in a professional manner.

Qualifications:

- Bachelor's Degree preferred.
- 1-3 years of administrative experience required.
- Proficiency with financial reporting.
- Proficient in various and appropriate software applications (i.e. Word, Excel, PowerPoint, Donation Tracker, Outlook and Internet).

Requirements:

- Valid driver's license, automobile/vehicle, vehicle insurance.
- Must be able to work beyond normal work hours and on weekends, as needed.
- Ability to lift up to 25lbs, as needed.
- Participate in professional growth opportunities, as indicated and available.

GIVE. ADVOCATE. VOLUNTEER.

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