TITLE: Executive / Development Assistant

**General Summary:** Under the supervision of the Senior Management Team, the Executive/Development Assistant is responsible for administrative tasks to meet the management and development needs of the agency.

**Principal Duties and Responsibilities:**

- Assist Senior Management in daily activities.
- Handles correspondence to Board of Directors and Task Forces
- Meeting support – Scheduling, agenda, lunch, minutes, confirmation, breakdown
- Travel coordination
- Lobbyist reports
- Executive Director calendar maintenance
- Development duties
  - Gift processing
  - Gift acknowledgement
  - Maintain Raiser’s Edge database
  - Filing
  - Assistance w/proposal preparation (e.g., data pulls, research, etc.)
  - Assistance w/proposal submission (e.g., copying when paper submission, completing application forms, etc.)
  - Donor follow ups
  - Prospect/research support and coordination for Executive Director and Donor Acquisition and Management Officer
- Coalition duties
  - Research
• Proof reading
• Website & social media updates
• Legislation Tracking
• Meeting coordination
• Writing – draft releases, testimony, articles, etc.
• Performs other duties as assigned.

Qualifications:

• Organizational and communication skills required to effectively manage designated functions in a busy office, and deal with people from all segments of the community.

• The ability to handle stressful situations.

• The ability to operate standard office equipment.

• Knowledge of business correspondence format, office procedures, and general bookkeeping practices.

• Excellent writing skills

• Blackbaud Raiser’s Edge experience necessary

• A willingness and ability to develop an understanding of agency programs, roles of staff, board, volunteers, and clients.

TO APPLY: Send cover letter, resume and salary requirements to:

John Canole
Chief Strategy Officer
Day One
100 Medway Street
Providence, RI 02906
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