



### **Job Description – Fundraising Database and Administrative Assistant (Full-time)**

Bridge Communities is looking for a Fundraising Database and Administrative Assistant that can execute general financial and HR administrative tasks, can serve as a trusted administrative role to executive leaders, and can apply great attention to detail in all their work. The Fundraising Database and Administrative Assistant is critical to showcasing the special culture and care we strive to give staff, clients, and each and every community stakeholder.

The Fundraising Database and Administrative Assistant is responsible for administrative needs of the Bridge senior staff, management of the donor database, process of charitable donations (checks, credit cards, ACH, stock), preparation of acknowledgement receipts and letters, financial management of special events, and general finance and HR administrative duties. The Fundraising Database and Administrative Assistant reports to the Senior Director.

To be successful in this role you must be well organized, highly detailed oriented, comfortable working with various computer software programs, able to think analytically, be self-motivated, and comfortable juggling multiple tasks daily. You must also enjoy working in a fast-paced environment that requires independent decision-making and strong problem-solving skills. Additionally, the ideal candidate is a friendly and professional communicator and is energized by the day-to-day challenges of a client based social service agency.

The Fundraising Database and Administrative Assistant is 40-hours per week with a pay rate range of \$21 - 24 per hour. This position qualifies for all Bridge Communities offered benefits, including health and disability insurance, PTO leave, 403(b) retirement matching, in addition to other benefits. This position may require occasional work outside of normal business hours.

### **About Bridge Communities**

- DuPage County's largest provider of transitional housing and supportive services for homeless families.
- Owns and operates 24 apartment buildings in 7 DuPage villages, 154 total apartments. Headquarters office is in Glen Ellyn.
- Serves over 100 homeless families, with Program staff providing case management,

- employment counseling, children's services, nutrition counseling, and donated automobile program.
- ✓ Very unique business model with faith communities and community-based organizations providing both financial support and volunteer mentors for families.
  - ✓ Numerous collaborations with public schools, medical and behavioral health, legal services, local and county government, and recreational service partners to provide holistic scope of support to families.
  - ✓ Strong fundraising and resource development team that has created diversity of funding streams and high donor retention.
  - ✓ \$ 4.5 million operating budget, \$13 million in net assets, with \$3.8 million endowment and 26 FTE staff.

**Responsibilities to Fund Development Team:**

- Maintain donor database using consistent database policies and procedures. Maintain database integrity.
- Enter charitable donations into donor database. Generate acknowledgment letters and receipts within one week of donation receipt.
- Make remote bank deposits of both donation and non-donation checks. Make copies of deposits and send to appropriate staff of any noteworthy donations. Submit copy of deposits to Finance and Development Departments.
- Provide financial logistics management for special events. Including management of ticket sales/purchases, donations, sponsorship payments, pre and post event financial reporting. Manage event registrations, including online, mail, and day-of needs.
- Prepare WiFi hotspot and iPads. Coordinate and train staff to prepare for credit card and cash app processing at special events. Serve as key contact for troubleshooting problems at events related to WiFi and iPads.

**Responsibilities to Administrative Team:**

- Support Executive Leadership Team with needed administrative duties.
- Assist Director of Finance and Administration with HR functions, including onboarding process for new hires, maintaining organizational directories, and HR compliance and trainings support.
- Monthly receipt collection and reconciliation of credit card activity.
- Monthly reconciliation of ACH and ETF donation receipts.

This job description does not list all duties of the job. You may be asked by supervisors to perform other duties as needed to achieve the mission of Bridge Communities. You will be evaluated, in part, based upon your performance of the tasks listed in this job description. Your employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

### **Key Competencies:**

#### **Thought:**

- Focused, Highly Detailed
- Technical Understanding
- Follows Logic

#### **Results:**

- Highly Accurate
- Deadline driven
- Process Driven

#### **People:**

- Builds collaborative relationships
- Timely in response to others
- Flexible to others needs

#### **Self:**

- Organized
- Appreciates Importance of Duties
- Maintains confidentiality

### **Necessary Experiences & Job Skills**

- Superior attention to detail and ability to follow specific processes
- High level of accuracy with the ability to find and correct mistakes
- Excellent understanding of database management; Abila/FR50 experience a plus
- Ability to meet deadlines
- Ability to listen and provide guidance to those inquiring your services
- Proven experience at managing multiple and various tasks
- Time management
- Ability to collaborate with others
- Understanding of Bridge Communities mission and goals.

### **Qualifications:**

1. A minimum of 3 years of office or financial administrative management.
2. A minimum of 3 years in database management with proven record of accuracy.
3. A minimum of Administrative, Business, Office Management certificate, an Associate's Degree or higher is required.

4. Proficiency and excellency in Microsoft Office (Word / Excel / Outlook/ PowerPoint). Knowledge of Adobe Acrobat, Adobe Sign, and Abila/FR50 are preferred.
5. Must align with Bridge Communities commitment to the principles of diversity, equity, and inclusion.
6. Be open to working outside of the “normal” workday, occasional nights and weekends are required.
7. While performing duties of this position, employee will be required, on occasion, to lift to 25 pounds.
8. Valid Illinois Driver’s License and the ability to travel locally.

**To Apply:**

- Browse our website [www.bridgecommunities.org](http://www.bridgecommunities.org) to learn more about Bridge Communities.
- Compose a cover letter – on-page maximum – to clearly state your experience and match to the desired position skills.
- Email you cover letter and resume to [resumes@bridgecommunities.org](mailto:resumes@bridgecommunities.org)
- Candidates whose backgrounds are a strong fit with our requirements and have followed the explicit instructions can expect contact within 10 business days of application. No follow-up phone calls or emails please.
- Please do not supply references at this time.
- Our goal is to have the hiring process complete by mid-March 2023 and start of employment by in April 2023.

*Bridge Communities is committed to providing an inclusive and welcoming environment for all members of our staff, client families, volunteers, and vendors. Bridge Communities does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services.*

*Bridge Communities will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or applicant on the bases of the above-mentioned protections.*

*Reasonable accommodation will be provided as needed to enable qualified applicants with a disability to participate in the pre-employment process.*