POSITION ANNOUNCEMENT

Position: Administrative Assistant, Development
Status: Nonexempt, Part Time (12 hours/week)
Location: Wilshire Office

GENERAL SUMMARY:
Under the supervision of the Vice President, Development, the Administrative Assistant works with the Development team to meet department goals and helps implement plans and strategies to meet fundraising goals. The Administrative Assistant is involved in supporting development activities including gift entry, donor acknowledgement, stewardship, and recognition, online giving, special events, social media, and volunteers.

Essential Job Functions:
- Provide administrative support to development staff as assigned
- Process and code incoming donations and assist team with entry into database
- Ensure gift reports and acknowledgement letters are correctly printed, signed, mailed, etc.
- Engage in ongoing donor stewardship and general donor support
- Data entry and tracking of program participants and Board Give-Get
- Provide event support for walk4ALZ, Visionary Women, An Unforgettable Evening, and other events as assigned
- Support the development staff in development and administration of Classy (online gift processing application) pages and/or donations for all organizational needs, as assigned, and support donors or hope4ALZ participants in building personal pages
- Prepare and distribute periodic reports, meeting notes, and mailing lists
- Plan, execute, and monitor various projects as assigned
- Other duties as assigned

Qualifications, Skills, and Experience Required:
- Strong data entry skills with excellent attention to detail
- Excellent writing and verbal communication skills
- Must have strong interpersonal skills
- High level of integrity and initiative
- Strong computer literacy skills and ability to learn new software
- Experience with constituent databases a plus
- Strong organizational and multitasking skills
- Available to work occasional evenings and weekends, as needed
- Bilingual English/Spanish a big plus
- 1-2 years experience in an office environment highly desirable
- 1-2 years experience working with relational databases (e.g.: Donor Perfect, Classy) desired
Send cover letter, including salary requirements, and resume to:

Alzheimer’s Los Angeles
Attn: Human Resources
4221 Wilshire Blvd., Suite 400
Los Angeles, CA 90010
E-mail: alzglajob@gmail.com
(Word attachments only: Include the job title in the subject line)

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance (FCIHO).

Alzheimer’s Los Angeles (Alzheimer’s LA) offers a competitive salary + benefits. Alzheimer’s LA is an M/F, Disabled, and Vet EEO/AA Employer.