

# Administrative Specialist

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**SUMMARY:** The Administrative Specialist of ASAP Cats (Animal Shelter Assistance Program) works closely with and reports to the Development & Marketing Associate performing administrative tasks in support of the development & marketing programs, including database management, donation processing, and maintaining existing donor relationships.

**REPORTS TO:**

Development & Marketing Associate

**SUPERVISES:**

Volunteer teams, as needed

**ESSENTIAL FUNCTIONS:**

- Provide administrative support for fundraising, donor cultivation, marketing, and community outreach.
- Play a fundamental role in development and fundraising events to include both logistical and administrative support.
- Promote the integrity of the donor database by maintaining data accuracy, data entry, reporting and document management in a timely and accurate manner.

**ADMINISTRATIVE AND DATABASE SUPPORT**

- Develop and implement best practices to fully utilize and manage our new DonorPerfect database, including accurate data input and tracking and reports.
- Ensure that each donor's gift is appropriately acknowledged in a timely manner including informing the Development team when gifts are received and a more personal response is needed.
- Take a leading role in managing ASAP's Sponsor-A-Cat Program by identifying cats eligible for sponsorship, assigning cats to sponsors, producing sponsorship certificates, sending adoption updates to sponsors, and maintaining a sponsorship tracking system
- Drafting, editing and proofreading of acknowledgement letters and other development material.
- Responsible for contact list selection, production, distribution and tracking of all donor appeals through mail, email, and social media.
- Assist in office management by monitoring supply inventory and maintain the organization and cleanliness of the office work environment.
- Process credit card donations in compliance with PCI guidelines, prepare bank deposits and provide fund reconciliations to the Business Manager.
- Perform other duties as required.

**DEVELOPMENT AND COMMUNITY OUTREACH**

- Ensure that the website is regularly updated to effectively promote events, market adoptable animals, and share giving opportunities and organizational information.
- Draft marketing emails, newsletter stories, press releases, and other written outreach materials.

- Assist in supporting and stewarding donors via mail, phone, personal contact, and at events.
- Provide basic desktop publishing support for the Cat Nips newsletter, Annual Report and other development materials, including print advertising campaigns that promote ASAP services and events.
- Provide support for social media and online donor cultivation and fundraising campaigns.
- Perform other duties as required.

**PHYSICAL WORK ENVIRONMENT:**

- Work environment includes exposure to felines and other animal allergens.
- Ability to sit and work at a computer in an office setting for several hours at a time.
- Lift and move objects up to 25 pounds for short distances.
- Drive a vehicle (for various tasks within a few blocks of primary work environment).

**EDUCATIONAL REQUIREMENTS:** A four-year college degree is preferred. Qualifying work experience will be considered as an alternative.

**EXPERIENCE, ABILITIES AND QUALITIES REQUIRED:**

- Minimum of two years related experience in an office or non-profit work environment is required.
- Ability to communicate effectively with donors, the public, volunteers and co-workers in a pleasant, courteous, and tactful manner at all times, both in writing and verbally.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place, and an ability to always promote a humane and caring attitude toward all animals.
- Tech savvy and internet savvy with proven experience in Adobe programs, Google Suite, and the full Microsoft Office suite
- Familiarity with database management; DonorPerfect database experience highly desirable.
- Website development and maintenance experience preferred.
- Internet and tech savvy, with advanced knowledge beyond basic day-to-day use.
- Strong work ethic, honest, dependable, detail oriented, and ability to show initiative and work with minimal supervision.
- Ability to exercise discretion and judgement, and juggle various priorities and competing deadlines.
- Must have a valid Driver's License and be in good standing with Department of Motor Vehicles.

**Hours:** *FLSA STATUS: NON-EXEMPT POSITION* – 16 to 20 hours per week, schedule to be set and agreed upon hiring, minimum of 2 to 3 days per week, dependent upon workload. Daily hours and days of the week may vary according to the needs of the department schedule. May include weekends, nights, and holidays. May require some overtime.

**Pay range:** \$17 to \$19 per hour, depending on experience.

**Apply:** Please send a **cover letter and resume** to [employment@asapcats.org](mailto:employment@asapcats.org). Applications without a cover letter will not be considered. *No phone calls, please.*