



Administrative Assistant

Reports to Director of Development

Position Description: This position serves to assist the Director of Development and Development Staff by providing administrative support.

Primary responsibilities:

- Processing daily donor thank you letters, create and maintain email contact list.
- Taking notes for meeting when required.
- Generate Donor Perfect reports, formatting, and proofing data.
- Responsible for coordinating newsletter or large campaign mailings, including scheduling, and completing forms for Bulk Mailings.
- Help manage appointments, prepare training packets and setting up training room.
- Ordering supplies, name tags and business cards.
- Support Development team at special events for the ministry.
- Support Development team with campaigns throughout the year.
- Support Development team during annual Vision Dinner Fundraiser.
- Support any special projects or tasks as assigned.
- Other duties as assigned supporting campaign needs.

Minimum Requirements

- A desire to further the mission of Hill Country Daily Bread Ministries.
- Minimum 3 years' experience in relevant field- service and administrative support.
- High degree of professionalism and leadership skills.
- Confidentiality of sensitive material.
- Excellent writing and communication skills.
- Ability to learn and adapt quickly.
- Self-driven, creative, and motivated individual capable to managing multiple tasks with a strong attention to detail.
- Knowledgeable and proficient with general office equipment such as copiers, fax, and scanners.
- Flexibility.

Software Requirements:

- Proficient in MS Office- Word, Excel, and PowerPoint.
- One Note (is a plus).
- CRM Donor database experience (is a plus).

Please send resume to ATTN: Bonnie Finley bonnie.finley@hillcountrydailybread.org

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