

Executive and Development Assistant

Organizational Mission: Great Old Broads for Wilderness is a women-led national grassroots organization that engages and inspires activism to preserve and protect wilderness and wild lands.

Position Summary: The Executive and Development Assistant (“E&D Assistant”) works collaboratively to provide administrative support to the Executive Director and Development Team. This person reports to the Executive Director.

The E&D Assistant provides support in the following areas: fundraising/donor communication activities, development administrative duties, and general assistance to the Executive Director.

The ideal candidate has the ability to multi-task and prioritize in a dynamic work environment, has strong attention to detail; works effectively as a team member with minimal supervision; and possesses solid written and oral communication skills. Candidates must have the ability to assess the needs of the Executive Director, maintain confidentiality, and contribute to a professional work environment. This person is committed to Broads’ mission, demonstrates emotional intelligence, and possesses an outlook that draws in and inspires others to support Broads’ goals.

This position requires the ability to: a) effectively communicate via phone and email, ensuring that all duties are completed accurately and delivered with high quality in a timely manner; b) use experience, judgment, and creativity to plan and accomplish goals and responsibilities; and c) be flexible and exude a positive, professional attitude and a can-do work ethic.

This is a remote, full-time, non-exempt position, travel will be required, along with occasional evening and weekend work.

Key areas of responsibility and duties:

Executive Administrative Duties

- Provide high level, confidential, and professional administrative support to the Executive Director.
- Coordinate, manage, prioritize, and maintain the Executive Director’s calendar and schedule. This includes setting up meetings.
- Organize travel and credit card reconciliation for the Executive Director.
- Manage and prioritize email communication for the Executive Director.

Development Assistant Duties

- Support planning and execution of Broads fundraising events.
- Manage grant tracking, donor lists, and restrictive grants.
- Produce fundraising reports and donor lists from Neon.
- Create gift acknowledgement letters and generate and track tax-receipts in a timely manner.
- Track and follow-up on questions about funds received and ensure donation issues are resolved, accurately recorded, and acknowledged in a timely manner.
- Provide administrative support as required for development activities.
- Special projects as assigned.

Administrative Duties

- Oversee and coordinate the organization's insurance coverage and conduct a yearly audit to ensure compliance and maintain adequate coverage.
- Assist with staff hiring processes in coordination with hiring manager—this includes working with Comms team to update position description for online recruitment, set up applicant folders, and arrange interviews, initiate online personnel files, provide staff onboarding materials and necessary documents.
- Provide feedback to improve organization and communication through administrative policies.
- Professionally represent the organization at public events.
- Perform other duties as required to support the success and mission of Broads.

Qualifications we're looking for:

- 3+ years' experience providing high-level administrative support.
- Experience working for a nonprofit conservation organization is preferred but will train the right person.
- Grant management experience and fundraising experience preferred.
- Successful track record in setting priorities; keen analytic, organizational, and problem-solving skills, and sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Experience handling confidential information appropriately.
- Commitment to Broads' [Diversity, Equity, and Inclusivity Values](#).
- Familiarity with Neon (or similar CRM/donor tracking platform) and QuickBooks is a must.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint), Google Tools (Docs/Drive/Calendar), and email/internet/social media applications.
- Detail-oriented, organized, efficient, energetic, and able to juggle multiple projects.
- Integrity, intellectual curiosity, self-directed, and a good sense of humor.
- Ability to work independently as well as with supervision.

Compensation and Benefits:

Salary range is \$55,000 - \$65,000 based on experience.

Benefits include:

- Paid holidays
- 3 weeks PTO
- 2 paid days to volunteer or advance DEIJ knowledge.
- Health stipend
- Cell phone reimbursement
- IRA retirement plan

Want to join our team? Please send a cover letter and resume to comms@greatoldbroads.org.

Position is open until filled, the review process of applications will begin on April 3, so please apply early.