



**OFFICE ADMINISTRATOR**  
**Full-time, year-round (40 hrs. per week)**

**JOB SPECIFICATIONS**

**POSITION SUMMARY**

The Office Administrator is critical to the success of The Center's Advancement and Executive Teams. The Office Administrator will be responsible for providing support to the Executive Team, maintaining The Center's Donor Database, and administering the organization's internal communications.

**REPORTING STRUCTURE**

This position reports to the Chief Advancement Officer with the following responsibilities:

**EXECUTIVE TEAM SUPPORT**

Executive Assistant and Board Liaison, responsible for providing administrative and strategic support to the CEO and CAO and will function as the primary contact person for the Board of Directors.

- Plan remote and in-person meetings by compiling agendas, coordinating logistics and materials, inviting guests/participants, and taking minutes. Prepare materials for CEO and CAO in preparation for meetings and travel
  - Guide ongoing and effective communication with Board of Directors
  - Establish and monitor board communications calendar, current list of Board and tenure
  - Prepare and distribute board meeting materials, and record minutes
- Assist the Executive Team, including but not limited to:
  - Management of meetings
    - Scheduling
    - Sending notices
    - Preparing agenda
    - Coordination of meeting site and necessary refreshments and/or materials
    - Prepare and distribute meeting minutes
  - Administration
    - Coordinate office supplies and place orders when necessary

- Coordinating in the setup, implementation, and tear down of events, such as:
  - Facility Tours
  - Cultivation activities
  - Thank you and recognition events
  - Fundraising events
- Administering The Center's internal communications, including but not limited to:
  - Monthly Staff meeting Staff Meetings
    - Scheduling
    - Sending notices
    - Preparing agenda
    - Coordination of meeting site and necessary refreshments and/or materials
    - Prepare and distribute meeting minutes
  - Maintain The Center's internal events calendar to track available staff and building resources
- Finance
  - Code and enter vendor invoices
  - Assist Accounting department in preparing monthly/quarterly grant invoices
  - Assist program in preparing and maintaining grant requirements which may include ordering grant-related equipment / supplies

### **ADMINISTRATION OF THE CENTER'S DONOR DATABASE**

Ensuring that all data is up to date and accurate. This position will be responsible for the day to day management of the donor and prospect database. Management of the database will include the accurate entry and maintenance of donor information, ensuring database integrity and conducting regular database audits and updates.

- Become an expert on the donor management database system
- Accurately enter and maintain donor records and prospect information
  - Prepare and distribute daily cash logs
  - Reconcile system with finance team
  - Prepare all acknowledgment letters and tax receipts
  - Track and invoice all pledge payments
  - Assist Advancement Team member with
    - Researching and collecting prospect information from available sources
    - Helping with data analysis to identify trends and prospects to inform the direction of giving approaching
- Interact with donors and prospects to assist in providing the highest level of customer service
  - Comfortable interacting with individuals of diverse social, economic and ethnic backgrounds
  - Express gratitude for donor gifts and loyalty
- Assist with the preparation of correspondence, documentation and proposals
- Special Projects

## **ADDITIONAL DUTIES**

- Present a positive, professional image of The Center at all times
- Miscellaneous duties as assigned

## **EXPERIENCE AND EDUCATION**

- Associate degree required (B.S. or B.A. preferred)
- 3-5 years of administrative or data gathering experience required, or an equivalent combination of education and experience
- Proven track record in providing excellent customer service required
- Takes ownership of role and takes initiative to have a positive impact on projects
- Proven experience with database query tools, gathering user requirements, data quality control, and problem resolution;
  - Experience with donor/prospect management software is preferred
- Proficient in Microsoft Office software, including PowerPoint, Excel and Word required
- Proficient in web research
- Ability to function in a fast-paced environment and manage multiple, competing priorities
- Timely and reliable, keeps track of responsibilities and completes them in a timely manner
- Takes charge in solving problems and can be creative in finding appropriate solutions
- Excellent organization and communication skills
- Excellent listening skills and ability to retain and capture concepts
- Consistent accuracy and attention to detail required but efficient
  - Ability to discern the hierarchy of detail importance
  - Event planning, organization and execution to ensure a great experience
- Requires **some** early mornings, evenings and weekend hours
- Possession of a valid Ohio driver's license; willing to travel locally using own transportation (mileage reimbursed).

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard. Specific vision abilities required by this job include close vision requirements due to computer work. Light to moderate lifting (30lbs) is required. Regular, predictable attendance is required.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those she/he encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Moderate noise (i.e. business office with computers, phone, and printers). Ability to sit at a desk for an extended period of time.

## **ABOUT THE CHILDHOOD LEAGUE CENTER**

Founded in 1945, The Childhood League Center serves 450+ children each year who are under 6 and who are at risk or have special needs. We have two major programs: Early Intervention and Preschool for which The Center provides the best education, interventions and therapies. Alive with energy and excitement, each day Center children with and without special needs actively explore an enriched environment, develop new skills, learn with and from one another while discovering the joys of friendship.

The Childhood League Center is dedicated to building a culturally diverse and inclusive staff. We welcome and strongly encourage applications representing all backgrounds, life experiences, beliefs and demographics to ensure the rich diversity of our community is fully integrated, creating an optimal environment to prepare children for future success.

*The Childhood League Center is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

*Interested candidates should e-mail resume, cover letter, salary requirements and references to Paula Litton, Chief Operating Officer, at [PaulaL@childhoodleague.org](mailto:PaulaL@childhoodleague.org)*