

## **Administrative Assistant (In Office Role) — Job Description**

Salary Range: \$40,000.00-\$45,000.00 annually

### **Position Summary:**

Reporting to the Senior Development Officer, the Administrative Assistant will work to provide administrative support to the International OCD Foundation as a whole, as well as providing specific integrated fundraising, membership, and development team support. The Administrative Assistant has primary responsibility of reception/ front desk duties, triaging phone calls, database entry, donation/ payment handling, acknowledgment correspondence, and state filings. Like all current staff, the Administrative Assistant will also support a variety of efforts, and must be highly organized, detail-oriented, flexible, and have the ability to work independently. This position is ideal for someone who is excellent at multitasking and has an interest in learning non-profit administrative and development skills.

### **Qualifications**

- A 4-year degree in a related field from an accredited college or university required.
- 1-2 years of administrative experience strongly preferred, preferably in development or at a nonprofit organization.
- Proficiency in Microsoft Office required.
- Proficiency in Salesforce and/or similar donor management system required.
- Experience with state charitable registration/filing preferred.
- Detail-oriented, strong sensitivity to deadlines, multitasking ability, strong organizational and problem-solving skills a must.
- Ability to work collaboratively with a team.
- Must be flexible and open to changing priorities and needs.

### **Duties and Responsibilities**

- Greets visitors at the front, triages incoming phone calls, and distributes physical mail to appropriate office personnel.
- Prepares, processes, delivers, and picks up mail.
- Oversees and maintains the physical office space.
- Ordering and organization of office supplies.
- Performs general clerical tasks as needed.
- Database management (e.g. updating new contact information, periodic audits to ensure accuracy of the database, takes the lead on all donation and membership payment processing, including data entry into Salesforce including checks and online payments, and sending out acknowledgement letters).
- Provides as-needed assistance with various events and meetings throughout the year including quarterly Board Meetings, Annual Walks, and the Annual OCD Conference.
- Reserves space and meals for staff and Board events such as monthly staff outings, Board Meetings, visitors, etc.

- Maintains relationships with building management, placing and overseeing office work orders as needed.
- Arranges maintenance for major office equipment such as the copier, printers, and fax machine. This includes liaising with the vendor when such equipment is malfunctioning and making sure the equipment is thoroughly stocked with paper, toner, etc.
- Prospect research (donors, grants, foundations, sponsors).
- Completes filings to maintain all state charitable registrations.
- Ensure that IOCDF's information on websites like Guidestar, Giving Common, and Charity Navigator are accurate and up to date.
- Other administrative, clerical, and project duties as needed.

\*Please email resume and cover letter to [mantonelli@iocdf.org](mailto:mantonelli@iocdf.org)