

Green Lake Conference Center Job Description

Position: Executive Assistant to the President and Vice President of Development

Reports to: President

Job Class: Full-time, salary, non-exempt

Core overview of role:

Very strong gift of administration in a fast-paced environment. Possess a strong character that is not easily overwhelmed. Excellent written, oral and editing communication skills. A self-starter who takes initiative, finds opportunities and implements multiple projects. A person who connects with and represents Green Lake Conference Center well to everyone, from major to minor donors, and all levels of staff and constituents. Have a mature Christian faith.

Essential duties and responsibilities:

1. Assist the President with administrative duties as follows:
 - Assist the President by handling office responsibilities including phone, mail and correspondence
 - Be present in the office to connect with those wishing to contact the President or Vice President when they are out of the office
 - Make preparations for Board of Directors meetings including notices, travel plans, meeting facilities, housing, meal functions, preparation of meeting materials, communication with directors, expenses reporting, taking, preparing and distribution of minutes
 - Assist the President with research, procurement and project management for construction and renovation initiatives
 - Serve as conference coordinator for GLCC sponsored or co-sponsored events originated by the President
 - Provide creative thinking and execution for appreciation/sympathy/etc. opportunities with key constituents
 - Maintain homeowner records and coordinate annual billing
 - Assist the President in marketing, selling and managing the Estates of Lawsonia land development
 - Prepare and maintain listing of staff housing, rental rates and agreements
 - Manage the L'Abri house reservation process, with skilled caring screening so that the stays fulfill the mission without abuse of our generosity
 - Perform other duties as assigned
2. Assist Vice President of Development in building relationships with donors:
 - Master Salesforce database software for financial and volunteer donor development. Run reports and maintain database to ensure that records are up to date, clean and can be used for maximum impact. Ensure records are kept up to date in terms of contact information, deaths, marriages and so on.
 - Assist in the management and growth of the Salesforce database
 - Connect prospective donors (financial or volunteer) with the President or Vice President of Development
 - Create hospitality environments for donor development, including teas for large and small group events
 - Prepare donor contribution acknowledgement letters

- Extract data, format and execute the donor appeal mailings, including all postal service cleaning and prep work, handle returned mail and update Salesforce accordingly
- Create and maintain a donor birthday card program
- Handle Memory Lane plaque purchases, placement and plaque ordering, keeping the Vice President of Development fully informed in the process
- Add and maintain work group and summer volunteer participants in Salesforce
- Find, research and write grants to secure revenue growth for renovations and programs

Core responsibilities of every staff member:

- Effective performance of work assigned and the maximum effort in carrying out our common objective
- Be a strong team player with a positive attitude that cooperates with others internally and externally to better accomplish the mission
- Accept leadership and self-discipline as vital to consistent group effort
- Contribute thought, interest, and suggestions for the better performance of work and the improvement of staff relations

Qualifications include:

- Bachelor's degree in related field preferred
- Experience with Salesforce a plus
- Computer skills including Microsoft Office and mail merge functions
- Experience with event planning and creating a warm hospitality feel to hosted events and meetings
- Able to work independently, make decisions and take initiative
- Requires a high degree of poise, tact, sensitivity and confidentiality in dealing with people throughout the organization and outside of the organization
- Excellent administrative and organizational skills as well as interpersonal and verbal communication skills
- Excellent writing and editing skills
- Strong project management skills

