



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTH SUBURBAN YMCA

Job Title: Administrative Assistant
FLSA Status: Non Exempt
Reports to: President/CEO

Job Code: (unique to Y)
Job Grade: (unique to Y)
Revision Date: 5/16/17

The North Suburban YMCA has been working to strengthen our community in the areas of youth development, healthy living, and social responsibility for over 49 years. With an annual budget of \$4M, serving 15 communities, our Y serves more than 18,000 people annually. Our dedication to our community, and our staff, has garnered public acclaim and recognition, including Northbrook Chamber of Commerce's Small Business of the Year award (2013) and 9 North Shore Best awards (2017).

POSITION SUMMARY:

The Administrative Assistant will provide confidential administrative support to the CEO/President, the Vice Presidents and the Development Group in facilitation of operational business.

ESSENTIAL FUNCTIONS:

ADMINISTRATION

- Assistant to the CEO. Maintains the CEO's schedule to insure timely and regular access for staff for supervision, meetings, etc. Follow up on correspondence and CEO email in a timely manner. Filing and maintaining organization of the executive office daily. Facilitates communication and follow-up with appropriate staff on projects initiated by or of interest to the CEO.
- Collects and prepares information for the CEO's use in discussions and meetings with staff members, volunteers, and outside individuals. Conducts research via internet and other resources to collect data, seek grant opportunities, or prospect information as needed.
- Composes letters and memoranda from verbal direction and/or from knowledge of organization policy or procedures and distributes as required
- Communications with Board, community, Y members and other key stakeholders, on behalf of the CEO as needed, including representation at meetings if needed.
- Minute taking for Board, staff and select committee meetings as directed.
- Work as directed by CEO.

DEVELOPMENT

- Prepare all acknowledgement letters and other correspondence for Administration and Development teams in a timely fashion. Continually update and correct database records, maintain donor files, registration lists, and hard copy records. Create monthly fundraising reports and other database reports as needed
- Coordinate production and mailing of all direct mail appeals with all appropriate parties, and assist with the review of communication and marketing material for development events and sales opportunities.

- Connect and engage social media for all appeals and events by working with marketing and development teams.
- Support other staff on any additional duties needed to successfully run appeals and events that occur throughout the year
- Assist Development Group on tasks related to the production of the Strong Kids dinner
- Maintain calendar of grant proposals, PR and reporting deadlines.
- Maintain stewardship of individual and corporate gift donors, and respond to donor inquiries regarding tribute gifts and send acknowledgments.
- Assist Development Group with filing, printing, copying, mailing, or organization of files as needed for campaigns and others as requested
- Other responsibilities as directed by Development Group.

Job Qualifications:

- Bachelor's Degree preferred
- At least 5 years of experience in similar role, preferably in a not-for-profit organization.
- Strong Proficiency with MS Office including Word, Excel, PowerPoint, and Outlook.
- Proven experience with relationship management software (Ex, Raiser's Edge) and data mining
- Experience using general office equipment including fax, scanner, copier, and telephone systems.
- Proven ability to work in a very fast paced environment with many deadlines.
- Excellent organizational, multi-tasking, and detail orientated skills are required.
- Must have good interpersonal, oral and written communications skills.
- Position requires a collaborative, flexible, independent thinker, self-starter, and a high degree of initiative!

Salary: depending on experience

Additional Compensation Details:

o Health and Dental, 8% retirement, vacation.

• **HOW TO APPLY**

• **Apply By Email ONLY: hr@nsymca.org**

• **NO PHONE CALLS.**

• **Send resumes, references, salary history**