

TESSA JOB DESCRIPTION

JOB TITLE:	Executive/Development Administrative Assistant
REPORT TO:	CEO/Director of Development
TIME REQUIREMENT:	40 hrs/wk, Full-time, Non-exempt
RATE OF PAY:	\$18.00/hr.

SYNOPSIS: This position serves as a vital administrative support role for the CEO and Executive Team while also contributing to the Development Department. Responsibilities include executive support, facilities and operations coordination, donor database management, high-level donor communications tracking, assistance with special events and in-kind donations, and execution of select nonprofit marketing tasks. This is a dynamic role ideal for someone who thrives in a fast-paced, mission-driven nonprofit setting.

RESPONSIBILITIES

Executive and Administrative Support

- Manage scheduling, correspondence, and administrative requests for the CEO and Executive Team.
- Prepare memos, letters, and professional communications.
- Coordinate logistics for internal meetings, trainings, and staff conference registrations.
- Maintain grant records and assist with grant-related data entry and reporting.
- Collect receipts and maintain approval documentation for organizational expenses.
- Oversee offsite file storage and records destruction as needed.

Development Support and Donor Communications

- Track and maintain communication records with high-level donors in the CRM system.
- Support the Director of Development in donor data management and report generation.
- Assist in organizing biannual donor appreciation events such as luncheons or meet-and-greets.
- Provide backup support for donor outreach and stewardship tasks.
- Support production of donor-facing materials including newsletters, thank you notes, and appeal letters.

Marketing and Communications

- Contribute to social media strategy and scheduling using platforms like Facebook, Instagram, Twitter, and LinkedIn.
- Design graphics and write copy to promote TESSA's mission and events.
- Assist in drafting e-blasts, campaign updates, and outreach materials.

Event and Outreach Support

- Assist in planning and executing fundraising and outreach events, including coordinating logistics and supporting volunteers.
- Support TESSA presence at tabling and community engagement events.
- Assist with Holiday Shoppe preparations and implementation.

In-Kind Donation Coordination

- Organize and manage the intake, storage, and distribution of in-kind donations.
- Maintain donation drop-off schedules and coordinate volunteer support for inventory.
- Collaborate with program managers to fulfill current donation needs.

Organizational Culture and Inclusivity

- Uphold multicultural sensitivity, awareness, and responsiveness in all work.



- Apply principles of diversity, equity, and inclusion in interactions and internal processes.

General Duties

- Attend all required staff meetings, trainings, and in-services.
- Represent TESSA respectfully and responsibly in the community.
- Perform other duties as assigned by the CEO or Director of Development.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associate's degree preferred; or relevant experience in nonprofit administration, marketing, or executive support.
- Two years of administrative or development-related experience.
- Excellent organizational, communication, interpersonal, and problem-solving skills.
- Demonstrated attention to detail and capacity for managing multiple priorities.
- Proficiency with Microsoft Office, Google Workspace, and CRM software (e.g., Salesforce).
- Experience with social media platforms and basic graphic design a plus.
- Valid driver's license and car insurance required.
- Must complete background checks.
- Ability to lift 50 lbs occasionally.

TESSA is an equal opportunity employer.