



## **Advancement Assistant Job Description**

MedWish International is a nonprofit organization that saves lives and the environment by repurposing surplus medical supplies and equipment, while providing humanitarian aid to individuals and organizations that administer care to people in need, regardless of religious or political affiliation.

### **POSITION**

Reporting to the Director of Development, the Advancement Assistant (AA) is responsible for all administrative aspects of development and income financial activities. The AA provides administrative support to the Advancement and Financial teams, as well as assistance with special events and donor relations.

**RESPONSIBILITIES:** *(The following are not designed to contain or be interpreted as an exhaustive list of all duties or responsibilities required of the employee assigned to this job. Management retains the discretion to add to or change the duties of this position at any time.)*

### **Advancement and Financial Administration**

- Process donations and prepare acknowledgement letters and other correspondences.
- Maintain foundation, corporation, and individual donor files.
- Create monthly financial reports, fundraising reports, and other database reports as needed.
- Conduct a month end reconciliation between the donor database and the financial records to ensure accuracy.
- Maintain an accurate donor database, updating regularly/as needed.
- Conduct preliminary research on prospective corporate, foundation, and individual donors in conjunction with the Director of Development.
- Compile mailing lists for events and appeal letters, in conjunction with the development team.
- Process and acknowledge non-supply related in-kind donations.
- Prepare deposits each week and at month end.
- Issue invoices for pledge donations and gifts.
- Issue post event thank you letters and follow up responses.

### **Event and Meeting Coordination**

- Assist with organization/maintenance of guest lists, gather and prepare registration materials for special events and meetings, and conduct registration at certain events and meetings.
- Assist in research, setting up meetings, and coordinating vendors on-site for events.
- Set up the conference room for special events and meetings, including making sure it is tidy before and after, arranging for needed food or beverages, setting out materials, coordinating with guests, etc.

- Take the meeting minutes at MedWish staff meetings.
- Prepare general meeting materials as requested.
- Reach out to community businesses to help secure auction items and sponsorships for special events.
- Assist the Development team in maintaining inventory of the event closet and development file cabinets.

### **General Administration**

- Complete/maintain paperwork for appropriate charitable solicitation.
- Provide administrative support to the Executive Director and Director of Development as needed/requested.
- Process inbound and outbound mail and bank deposits.

### **General MedWish Responsibilities**

- Conduct tours as needed and a shift covering the front door.
- Assist with facility maintenance and cleaning needs as requested.
- Exhibit conduct that reflects MedWish's core values.
- Assist with mission critical projects, including preparation for special events, such as the annual Gala, clerical projects, and inventory audit.
- Responsible to conduct the monthly Safety Audit at least once per year.
- Follow MedWish's health and safety protocols and standards, and promote a safe and productive work environment for all staff, volunteers, and visitors.

### **REQUIREMENTS**

- Associate's or bachelor's degree preferred. High School Diploma or GED required.
- A minimum of three years' experience in an administrative position, preferably in a nonprofit organization and/or as part of an advancement/development team.
- Excellent verbal and written communications skills with strong attention to detail.
- Ability to present information effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work both independently and as part of a team
- Ability to work with diverse stakeholder populations
- Strong computer skills (Email, Google Suite, Internet Research, Microsoft Office applications, Database maintenance)
- Must pass a background check and drug screen

### **PHYSICAL REQUIREMENTS**

- Must be able to report to work in-person as this is not a virtual/remote role.

- Must be able to sit, stand, and see on a constant basis
- Must be able to walk, write, and type on a frequent basis
- Must be able to bend, carry, reach, push, and pull on an occasional basis
- Ability to lift up to 40 pounds
- Ability to succeed in a fast-paced, non-traditional work environment
- Ability to work in diverse climates, both hot and cold

**JOB TYPE:** Hourly, Non-Exempt

**SCHEDULE:** 25 hours per week | Hours to be completed (in-person) Tuesday-Friday between 8am-5pm in 6-6.5 hour shifts | While rare, some nights and weekends based on special events schedule

*To apply, please email your resume, cover letter, and completed [MedWish application](#) to [kfoster@medwish.org](mailto:kfoster@medwish.org).*