



15279 Alton Parkway, Suite 300

Irvine, CA 92618

freewheelchairmission.org

Job Title: Development Administrative Assistant

Reports To: Director of Development and Strategic Initiatives

Location: Free Wheelchair Mission, Irvine CA

Status: Full-Time Non-Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.

Job Summary:

Performs diverse and advanced duties in an administrative support role for the Development Directors and act as general administrative support for the Development Department. Prepares reports, agendas and correspondence with complete confidentiality. Uses discretion and exercises complete confidentiality, judgment and tact as well as a practical knowledge of the practices and procedures of the Free Wheelchair Mission policies and programs. Professional interaction via phone and in person with donors, staff, visitors, and board members.

Responsibilities:

- Assist Development Directors with scheduling, organizing activities such as meetings and travel on calendar.
- Salesforce Administrator for Development Team, data entry, account/contact creation, dashboards, producing and preparing reports.
- Provide administrative support for department meetings, committees and other meetings, including minutes.
- Vision Trip Coordinator – Arrange travel and other logistics as needed, lead trainings, liaison between donors, partners, various departments as it pertains to the logistics.
- Handle Donor Acknowledgments Correspondence including appropriate calls, greeting cards, and/or In Memory donations.
- Manage department correspondence including incoming and outgoing email, mail, and phone calls, answering inquiries on own initiative and determines within established guidelines if executive action is required.
- Other duties and tasks assigned by direct supervisor.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Excellent computer skills: Proficient in Microsoft Office, Microsoft Power Point, and particularly Excel.
- Familiarity with CRM database/Salesforce management is a plus.
- Detail oriented w/excellent organizational and administrative skills; able to plan ahead, forward thinking and able to manage multiple tasks with confidence and good follow through; help manage project timelines.
- Strong interpersonal, email, telephone, and written communication skills
- Self-disciplined, well organized, fosters a positive attitude toward change, personable gracious in manner
- Proficient with internet searches for travel, research, online orders, etc.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **50** pounds.

Compensation:

Dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience regarding the responsibilities and qualifications listed above to **jobs@freewheelchairmission.org** with **Development Administrative Assistant** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.