



15279 Alton Parkway, Suite 300  
Irvine, CA 92618

FreeWheelchairMission.org

**Job Title:** Development Administrative Assistant

**Location:** Free Wheelchair Mission, Irvine CA

**Reports To:** Director of Operations

**Status:** In-Person, Full-Time, Non-Exempt (no remote option)

*Free Wheelchair Mission 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.”*

*There are an estimated 80 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.*

*Free Wheelchair Mission is seeking a Development Administration Assistant who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.*

### **Job Summary:**

Performs diverse and advanced duties in an administrative support role for the Development Team. She/he will use discretion and exercise complete confidentiality, judgment, and tact in daily work and with the preparation of correspondence, agendas, reports and strategic scheduling. Working with internal teams, she/he will coordinate vision trip logistics. Displays a practical knowledge of the policies and procedures of Free Wheelchair Mission. Exhibits professionalism with donors, staff, visitors, and stakeholders via phone and written correspondence, and other interactions.

### **Responsibilities:**

- Work in collaboration with the Development Administrative Team to provide administrative support to the Development Team, including scheduling and organizing external and internal meetings, task and project management support, preparing donor mailings upon request and for campaign/event specific needs, providing support for email correspondence and calendar management.
- Coordinate Vision Trip logistics, serving as the liaison between donors, partners, and various departments as it pertains to the planning and execution of trip logistics, including budget, training, and travel arrangements.
- Provide administrative support for councils/committees and other external meetings and Free Wheelchair Mission events including scheduling, agendas, meeting preparation documents, and notes.
- Manage department correspondence including incoming and outgoing email, mail, and phone calls, answering inquiries on own initiative and determining within established guidelines if executive action is required. Handle donor acknowledgments including appropriate calls, greeting cards and other correspondence.
- Serve as Salesforce super user for the Development Team, assisting with data entry, account/contact creation, fundraising and event dashboards, and producing and preparing reports.
- Provide office management support, serving as back-up to Operations Team to answer phones, process mail and offer administrative support as needed.

- 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:**

- A minimum of at least 2 years of administrative experience, and prior experience with donor/customer research or engagement is ideal.
- Detail-oriented with excellent organizational and administrative skills, ability to plan ahead, exercise forward thinking and problem-solving skills, while managing multiple tasks with confidence and good follow through.
- Experience in international travel or mission trip coordination is highly desirable.
- Strong interpersonal and customer service skills, including email, telephone, and written communication skills. Ability to uphold a strict level of discretion, confidentiality, and professionalism.
- Professional with strong work ethic; team player and collaborator. Ability to interact diplomatically with a diverse group of team members and external stakeholders.
- Excellent computer skills; proficient in Microsoft Office Suite, particularly Excel. Strong working knowledge of donor base management (Salesforce) a plus.
- Bachelor's degree required.

**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.

All Free Wheelchair Mission employees who will engage in international travel are required to have an up-to-date, complete COVID-19 vaccination based on CDC and medical guidelines.

**Compensation:**

Depending upon qualifications and experience, \$42,000-\$55,000 annually (\$20.19 to \$26.42 per hour).

**How to Apply:**

Please send a cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to [jobs@freewheelchairmission.org](mailto: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.