Tempe Community Action Agency

Administrative Assistant
To Fundraising
Job Description

Purpose:
The Administrative Assistant (Development) provides critical administrative, data entry, and logistical support to the Development Department. This role ensures the integrity of donor data, facilitates meaningful donor stewardship, and manages the operational "behind-the-scenes" details of fundraising, events, and community drives. The ideal candidate is skilled, self-driven, mature, welcoming, and able to work independently.

Supervision Received and Exercised:
Works under the general direction of the Director of Mission Advancement and in collaboration with the Development Team, the Quality and Compliance Administrator and the Finance Team.

Essential Functions:

Fundraising Support

- Accurately record all contributions (online, check, wire, stock, and in-kind), prepare gift batches and collaborate with the Finance Department for monthly reconciliation to ensure fundraising and accounting records align.
- Perform regular "data hygiene" tasks, including merging duplicate records, updating contact information, and correcting coding errors.
- Maintaining the health of the Donor Database.
- Draft, personalize, and mail/email tax receipts and thank-you letters within a 48-hour turnaround period.
- Conduct prospect research to identify potential supporters and assist in developing comprehensive donor profiles for leadership.
- Assist with content creation, list segmentation, and basic analytics for multi-channel fundraising campaigns. Generate regular fundraising reports.
- Schedule donor meetings and site tours (e.g., "hard hat" tours). Serve as a primary point of contact for donor inquiries via phone and email.
- Assemble high-quality donor presentation folders, pledge forms, and gift history reports.
- Monitor and update physical and digital donor recognition, including commemorative bricks, donor walls, and event programs.
- Assist with the tracking, portal setup, and communications with an outside contractor.

Event Planning & Execution

- Collaborate with staff to establish and maintain event timelines from concept to completion, ensuring all milestones are met.
- Assist with vendor relationships, including securing bids, reviewing contracts, and obtaining necessary city or liquor permits. Coordinate technology, entertainment, and catering needs.
- Monitor event budgets and record expenses to ensure alignment with parameters.
- Organize and attend pre-event site visits and assist in venue layout planning to ensure a seamless guest experience.
- Handle the return of rental items, record debriefing session notes, and assist with final event impact reports.
- Maintain event management software and ensure all guest/donor data is accurately migrated to the main CRM.
- Coordinate logistics, scheduling, tracking, and recognition for community-led initiatives (e.g., food and water drives).

Administrative & General Operations

- Provide administrative aid to the development team, including filing, copying, large-scale mailings, and other duties as assigned.
- Maintain a comprehensive calendar of community events to identify opportunities for organizational representation.
- Provide backup for receptionist as needed.

Minimum Qualifications:

- HS Diploma/Equivalency required. Associate degree (or higher) preferred.

- Two or more years directly related experience In administration or a development role.
- This is covered in the “directly related experience” requirement Advanced proficiency in Microsoft Office Suites, virtual meeting platforms, and online data management systems.
- A high degree of accuracy in data entry and for proofreading correspondence.
- SharePoint and OneDrive proficiency required.
- Ability to meet deadlines in a fast-paced quickly changing environment.
- Ability to attend events, which may include occasional evenings/weekends and light lifting (e.g., event supplies).
- Outstanding organizational and time management skills.
- Experience with CRM databases preferred.

License/Certifications:

- Possess an Arizona Driver’s License, current auto insurance and registration, and a vehicle to use for work activities
- Level 1 Fingerprint clearance Card
- Arizona Division of Aging and Adult Services Clearance, and Arizona Department of Child Safety Central Registry Clearance

Status: Full-time/Non-exempt

Schedule: 40 hours per week, 8 AM to 5 PM, subject to periodic variation and changes. Occasional evenings and weekends required.

Compensation: $17 to $20 per hour depending on experience

Benefits: At TCAA, we believe that our employees are our greatest asset. To show our commitment to their well-being and professional growth, we offer a comprehensive benefits package designed to support and enhance work-life balance. Our key benefits and perks for most positions include, but aren't limited to:

- 14 paid holidays annually
- Accrued vacation and sick time that increases with tenure
- Medical, dental and vision insurance including PPO and health savings account options, with employee medical premiums covered at 100% by TCAA
- Life insurance, disability benefits, accident coverage, and retirement
- Employee Assistance Program
- Simple IRA with company match up to 3%
- Annual merit-based Increases after 9 months of employment
- Flexible work schedules and hybrid options for certain positions
- Paid time off to volunteer
- Reimbursement of background clearance costs for entry-level positions

TCAA is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion and an environment where every employee feels valued and empowered to bring their whole selves to work. The collective sum of the individual differences represents a significant part of our culture, reputation, and achievements. We believe that together, we can achieve greatness by embracing our differences and working collaboratively towards a common purpose.

We're eager to meet people that believe in our mission and can contribute to our team in a variety of ways - not just candidates who check all the boxes. We consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. We want people to feel comfortable expressing their true selves and to come, stay, and do their best work here.

TCAA is an Equal Opportunity Employer