**New Rochelle Public Library Foundation, Inc.**

**Administrative Assistant Job Description**

The New Rochelle Public Library Foundation, Inc. (NRPLF) is seeking an Administrative Assistant to support the activities of the NRPLF.

**Specific Responsibilities Include:**

**Administrative Duties**

* Oversee all database administration
* Process all gifts made to the NRPLF
* Design queries and exports to generate both standardized and customized income analysis reports and mailing lists
* Maintain donor records in Donor Perfect
* Copy and file all letters, gifts and donor correspondence in donor files
* Generate weekly gift report
* Work closely with the Treasurer on income reconciliation
* Use QuickBooks for tracking expenditures and income , and for generating routine reports.
* Assist the auditor in compiling the necessary information
* Generate and prepare weekly acknowledgement letters
* Prepare monthly contributed income report
* Assist in preparation of other reports as needed by NRPLF officers and committee chairs
* Provide technical assistance to Development Committee related to Donor Perfect
* Maintain expense budgets, prepare invoices and reconcile accounts with the Treasurer
* Prepare lists for direct mail needs
* Oversee program specific direct mailings that are generated by the NRPLF, including list management, mail merges, printing and sending
* Assist as needed in event preparation
* Provide general support to facilitate all efforts of the NRPLF

**Marketing and Communications**

* Coordinate the design, printing and distribution of marketing and communication materials, as needed
* Work closely with the Marketing and Communications Committee on printed materials to ensure consistent branding of NRPLF across all genres of communications
* Oversee ordering and creation of all marketing materials as requested
* Update the NRPLF website as needed; use personal familiarity with social media to promote NRPLF news and activities
* Prepare and send Constant Contact notices as requested

**Qualifications Needed**

* Bachelor’s degree and 1-2 years of administrative experience
* Excellent written and verbal communication skills
* Superior organizational skills and the ability to manage a variety of projects
* Accuracy and meticulous attention to detail are essential
* Computer proficiency with command of Windows environment and Office applications, Adobe Acrobat, QuickBooks, Constant Contact
* Experience with Donor Perfect or other donor databases, including knowledge of how to generate reports
* Customer service oriented
* Works well as part of a team
* Ability to take initiative and work independently