



POSITION ANNOUNCEMENT

Executive Assistant

Vera House, Inc. is a human service agency providing comprehensive domestic and sexual violence prevention and intervention services.

This position will handle the day-to day-activities of the Executive Assistant position.

Responsibilities:

- Assist the Executive Director and provide support to other development and leadership staff.
- Act as liaison to Board and Foundation.
- Provide support for agency and foundation board meetings, including notification of members and preparation of meeting materials.
- Process correspondence, reports, memos and contracts.
- Assist with grant management, preparation, writing, and reporting.
- Manage donor database and donation processing, including data entry, gift acknowledgement, and reconciliation with finance.
- Maintain accurate donor records including contact information, notes related to solicitors' relationships and interactions with donors.
- Maintain sign-in, passwords, and updated information for online giving programs.
- Coordinate and manage gift in-kind program, including holiday giving program.
- Process requests for agency materials.
- Maintain and process mailing lists.
- Update thank you letters monthly.
- Serve as a liaison and build positive working relationships with community members and partnering agencies.
- Develop and maintain relationships with volunteers, community leaders, donors and prospective donors.
- Support all team members by willingly providing backup as appropriate and as needed.
- Prioritize work effectively and manage time efficiently, updating manager on workflow (or other) issues, as appropriate.
- Ensure that all services are maintained in accordance with the Agency's mission and goals.
- Ensure a warm and welcoming environment to visitors.
- Adhere to all Vera House policies, procedures and safety protocols.

Qualifications:

- Associates degree or equivalent preferred.
- Knowledge of domestic violence and sexual assault including elder abuse.
- Ability to work with as well as maintain a positive working relationship with community partners and board members.



- Strong interpersonal, oral communication and written skills.
- Strong proficiency with Microsoft Office Suite, Raisers Edge, and development software.
- Ability to develop positive, compassionate rapport with victims of domestic violence, sexual assault or other violent trauma.
- Ability to work independently.
- Ability to adapt to demanding situations and work well under pressure.
- Familiarity with social media.
- Familiarity with the CNY Community.
- Ability to multi task.
- Ability to work in a fast paced environment.
- Appreciation and respect for other cultures and people of diverse backgrounds.
- Exhibits and fosters exceptional partnerships with all agency team members.
- Maintains composure, willingly accepts changing priorities, and willingly alternates between tasks and projects in response to stakeholder needs.
- Actively supports diversity/inclusiveness initiatives-shows respect for differences through words and actions; seeks different perspectives when creating solutions.
- Actively participates in Team Member process, helping team increase its overall engagement through building and executing action plans.
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity and inclusion.
- Solid experience in development database management and word processing. Computer experience including spreadsheet programs and report production.

Hourly Pay - \$18.00 - \$22.00 per hour

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer. This is a full-time position with occasional late afternoon and evening hours. Position will be open until filled.

Interested candidates should submit a resume and cover letter to:

**Hiring Manager
Vera House, Inc.
723 James Street
Syracuse, NY 13203
E-mail: jobs@verahouse.org
NO PHONE CALLS PLEASE**