



## **JOB ANNOUNCEMENT**

### **Executive Assistant - Development**

#### **The Organization**

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to empower Latinos to participate fully in the American political process. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latino immigrants into American society, developing future leaders among Latino youth, providing assistance and training to the nation's Latino elected and appointed officials, and conducting research on issues important to the Latino population.

The NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15 member Board of Directors and a 25 member Board of Advisors. Both Boards are composed of members of Congress, state and local elected officials, and corporate leaders from across the country. The NALEO Educational Fund maintains offices in Los Angeles, Washington D.C., Houston, and New York. It employs about 45 full-time staff with an annual budget of \$6 million and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, and retirement coverage.

#### **The Position**

The NALEO Educational Fund seeks an organized, detail-oriented, energetic individual to assist our busy resource development team with corporate and foundation relations with a special emphasis on individual donors. This position involves researching prospective donors, developing correspondence, maintaining funder database, managing proposal and gift entry, interacting with donors and providing administrative support. We are seeking a flexible team player with exceptional office skills who can multi-task various priorities, meet deadlines, and manage the general support needs of the department. The ideal candidate will work closely with a diverse team of professionals, be a highly motivated team player, possess a pleasant and professional demeanor, reorganize or set up new systems to facilitate the work of the department, and thrive in an intense and rapidly changing environment. This is a full time position with a salary, commensurate with experience, at \$40,000 annually.

#### **Duties and Responsibilities:**

- Organize proposal attachments; create specialized attachments as required;
- Provide support for grant writing activities, including prospect research and the proposal submission process;
- Respond to general donor inquiries with the ability to create tailored responses; prepare timely donor acknowledgment letters;
- Manage donor cultivation system (distribution of press releases, news articles, photos, reports, publications);
- Create, update, and maintain records for resource development (database, email files, and other systems) using Microsoft Office;
- Support department's work including drafting and preparation of correspondence, and assembly of informational packets for donors and Board members; provide additional administrative support such as mail and fax preparation and distribution, filing, photocopying, arranging travel plans, preparing letters, mail merge and distribution, database management, proofreading
- Manage individual donor program including creating direct mail appeals;
- Assist in preparing for Annual Conference;
- Assist with resource development activities as may be required as well as with other assignments as may be directed;
- Work with Senior Director of Development and other department staff in following guidelines for quality, quantity and timeliness; work within the policy of teamwork; and complete assignments in a timely manner to meet deadlines and to maintain the standards of effectiveness and responsiveness expected from the NALEO Educational Fund staff

#### **Qualifications & Skills:**

- College degree preferred;
- Minimum of two years' experience in fund development or prior experience in a non-profit, association or similar organization;
- Excellent oral, written, and interpersonal communications skills;
- Strong attention to detail with accuracy and resourcefulness;
- Willingness to take initiative to make improvements, enhance departmental efficiency, solve problems, and deal with change;
- Demonstrated organizational skills; ability to manage multiple projects while maintaining thorough records;
- Ability to be flexible and balance competing priorities;
- Ability to draft letters and proofread documents well;
- Proficiency with Microsoft Office applications and skill with other software applications a plus; Internet research skills;
- Ability to maintain professionalism and confidentiality in all situations;
- Must be available for overtime/flexible scheduling when needed (the standard work week is Monday-Friday, 8:30 a.m. to 5:30 p.m.)
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds;
- Supportive of the mission and philosophy of the NALEO Educational Fund

#### **PLEASE SEND SALARY HISTORY AND RESUME TO:**

Angela Weimer, Senior Director of Operations

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