

Purpose:

To support day-to-day operation of the CDMFA. This position will be an office position with the expectation that they will work out of the CDMFA office.

Status:

Full time position, 35 hours per week

Essential Functions:

1. Administrative Support

This position is responsible for providing general administrative support as needed, including but not limited to:

Perform basic bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit etc.

Prepare for CDMFA meetings by printing agendas, minutes, and other documents as well as attending and organizing all meetings and be responsible for all meeting minutes and ensuring all tasks from the meetings are forwarded to the respective responsible people.

Maintain organizational files and documents

Serve as a first point of contact for the organization

Assists with writing grant applications , updating the organizational plan and be the point person for all outgoing correspondence as required

Perform general administrative support

2. Special Events

Assist CDMFA Executive Director with planning and executing engaging events that create a sense of value for CDMFA members. This may require some evening and weekend work, corresponding schedule adjustments will be made.

Create and maintain a communications plan for each event.

Assist with coordination of event logistics.

3. Communications

Assist with print and electronic newsletters

Coordinate social media and website updates

Assist with donor communications, including appeal and thank you letters

Coordinate bulk mailings

Maintain organizational archives

4. Take on additional tasks as directed by the Executive Director and CDMFA Executive Board.

Qualifications:

Minimum two years related experience; nonprofit experience a plus.

Proficiency with spreadsheets, databases, and word processing. Familiarity with Quickbooks a plus.

Ability to multi-task and prioritize in a dynamic work environment.

Strong attention to detail and ability to work as a team member with minimal supervision.

Solid written and oral communication skills and excellent phone manner.

Ability to develop effective work plans, organize details, set priorities, and meet deadlines.

Interest in and commitment to CDMFA mission is helpful.