



CAMP FIRE SAMISH

Position Title: Executive Assistant

Day/Hours: Full Time

Compensation: DOE – Starting at \$15 an hour

Position Summary: Supports the management team, employees, donors, and camper families through a variety of tasks related to our innovative programs. Will be responsible for processing mail, managing correspondence through phone and emails, purchasing office supplies, and collecting and receipting payments and donations.

Essential Functions:

- Collect and receipt payments and donations.
- Sort, distribute, and process incoming mail.
- Write and send donor acknowledgements.
- File, sort, and organize paperwork, forms, and publications. Assist in keeping all office forms and publications up to date and in supply.
- Act as a point of contact for incoming phone calls and inquiries.
- Assist with files and forms as related to the board of directors, camp usage, day and resident camp, and personnel.
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the executives' behalf.
- Conduct prospect researches on individuals, foundations, and corporate donors.
- Maintain donor databases and files, including logging donations, generating and sending donor acknowledgements, and tracking donor appreciation efforts.
- Track, evaluate, and report on development efforts.
- Assist CEO in preparing funding requests, including grant proposals.
- Manage interns in events, alumni, or office administration.
- Take an active role in all fundraising events, such as our Camp Fire Samish & Camp Kirby Dinner & Auction.

Qualifications:

- Knowledge or experience of Camp Fire, Camp Kirby, or other youth serving nonprofit desired.
- Demonstrated ability to multitask, prioritize deadlines, work independently, take initiative, and maintain confidentiality.
- Highly organized and detail oriented.
- Demonstrated ability to develop, direct, and coordinate multiple programs and activities.
- Availability to work varied hours, including nights and weekends if necessary.
- Excellent written and verbal communication skills.
- Strong interpersonal skills to ensure effective interactions and communication.
- Effective conflict resolution skills.
- Satisfactory results from criminal background search.

To apply email resume and cover letter to heather@campfiresamish.org

AN EQUAL OPPORTUNITY EMPLOYER