

**EXECUTIVE ADMINISTRATIVE ASSISTANT  
JOB DESCRIPTION**

**SUMMARY:**

The Executive Assistant is responsible for providing administrative support to the Greene County United Way (GCUW) Executive Director. This includes: managing the donor database, drafting correspondence and providing receipts and acknowledgements of gifts, assisting with event logistics, participating in events, note taking, collaborating with board members, campaign managers and volunteers, supporting marketing projects and maintaining the GCUW front office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serves as frontline communication for GCUW office.
- Manages Donation Tracker database and ensures proper data entry of donor information.
- Processes all gifts, acknowledgements and reporting for cash contributions, in-kind donations, online gifts and payroll deductions.
- Creates and logs accurate gift coding, pledge payments, billing and past-due tracking.
- Coordinates regular database maintenance duties such for consistency of format.
- Ensures all research and donor records and information are obtained and maintained in an ethical and confidential manner.
- Provides assistance to the Executive Director in supporting volunteer and board committees, including preparation of materials and coordination of logistics; assures meeting follow-up
- Assists with fundraising and stewardship event details and activities by working with staff, board members and volunteers to organize and coordinate event details and logistics.
- Supports marketing and communication projects including the e-newsletter, email blasts, GCUW website and social media activities.
- Provides infrastructure to support the GCUW office; oversees the GCUW filing system.
- Attends Board Meetings, Campaign Meetings, Agency Meetings and other committee meetings as requested
- Understands and endorses the mission and values of GCUW.
- Other duties may be assigned.

**SCHEDULE:**

- The position is part-time, hourly. Office hours are flexible, but additional time may be requested throughout the year.

**REQUIREMENTS, JOB QUALIFICATIONS, EDUCATION, SKILLS:**

- High School Education or equivalent
- 3+ years of assistant experience, preferably in a nonprofit – MUST BE GOOD WITH NUMBERS
- Exceptional computer skills including Microsoft Word, Excel and Internet as well as interested in learning donor software
- Exemplary writing and proofreading skills as well as excellent verbal and interpersonal skills with the ability to work effectively across all levels of the agency, including with the Board and donors
- Ability to maintain composure and professionalism under pressure
- Strong organization and time management skills

Greene County United Way is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, disability, age, veteran status, or any other characteristic protected by law.

To apply, please send your resume, along with a cover letter to:

Greene County United Way  
748 East High Street  
Waynesburg, PA 15370  
Email: [machalforbesunitedway@windstream.net](mailto:machalforbesunitedway@windstream.net)  
Fax: 724-627-3678