

EXECUTIVE ASSISTANT, ADVANCEMENT

About the Epilepsy Foundation of Minnesota

One in 26 people will develop epilepsy in their lifetime. Founded in 1954 and headquartered in Saint Paul, the Epilepsy Foundation of Minnesota (EFMN) offers services for people with epilepsy and seizures across Minnesota and boarding communities. We are a mission-driven organization working to educate, connect, and empower people about issues surrounding epilepsy and seizures.

We lead the fight to overcome the challenges of living with epilepsy and to accelerate therapies to stop seizures, find cures, and save lives.

Position Overview

The executive assistant, advancement supports all advancement activities and strategies to achieve the organization's annual revenue goals. This position provides database, stewardship, and administrative support and is responsible for gift entry.

Essential Functions

Administrative Support

- Schedules donor meetings for the AED of advancement and development officer.
- Coordinates and carries out committee meetings and event logistics.
- Coordinates travel and plan logistics for the AED of advancement and development officer.
- Processes department invoices, expense reports, and credit card reconciliations.
- Assists in-house solicitations.
- Tracks event RSVPs.
- Serves as backup for greeting in-person visitors and phone system.
- Processes daily mail as needed.
- Orders supplies for the advancement team.
- Report dashboard numbers to the organizational dashboard.
- Assist the AED of advancement in creating and reviewing annual board giving proposals.
- Assist the events manager in event preparation as needed.

Database and Gift Entry

- Performs timely and accurate data entry and acknowledgment of donor gifts into the database.
- Processes monetary gifts and pledges in the database with a high degree of accuracy including, but not limited to, one-time gifts, recurring gifts, soft credit gifts, employee giving gifts, and corporate matching gifts.
- Records the proper coding of each gift, donor intent, donor acknowledgment preferences, and other relevant data in order to facilitate development reporting
- Accesses multiple 3rd party portals/databases to retrieve and organize data to enter into the database.

- Manage sponsorship process and communications for EFMN events. This includes tracking proposals, coordinating benefits with the marketing team, communicating event logistics, and stewarding sponsors post-event.
- Runs reports and queries as needed.

Stewardship and Solicitation Support

- Prepares, reviews, and prints donor acknowledgment letters within two business days of receiving a gift.
- Assists colleagues in preparing proposals to individual, corporate, and foundation donors.
- Generates donor correspondence and coordinates in-house mailings as needed.
- With eye for detail, reviews donor lists and honor rolls.
- Acts as the first point of contact for donation inquiries, tracking, and acknowledgments.

Budget Reporting and Reconciliation

- Works closely with the finance department to ensure donation and accounting accuracy, and to reconcile fundraising and accounting data.
- In partnership with the executive assistant, operations get the mail and submit daily deposit reports to the accountant or AED of operations
- Acts as the liaison between 3rd party fundraising portals, database, and the accounting team's records to identify and rectify discrepancies using detail oriented, collaborative problem-solving.
- Runs regular budget reports, including year to date, month to date, event totals, and general totals.

Position Requirements

POSITION REQUIREMENTS

- Associate's degree with one year related experience or equivalent combination of education and experience
- Experience entering gifts into a donor database and producing acknowledgment letters or experience in accounts payable.
- Experience with Salesforce or similar database software.
- High attention to detail and accuracy in all work. Impeccable organizational skills and proven success in role requiring managing multiple projects with multiple constituencies.
- Utmost discretion with personal and confidential information.
- Ability to share responsibilities and work flexibly and collaboratively with a team of co-workers and supervisors.
- Computer proficiency, including Microsoft Windows and Google Workspace.
- Highly proficient with MS Office Suite and electronic communication platforms such as Zoom.
- Ability to adjust work hours as needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit and/or stand for up to 8 hour periods of time.
- Ability to look at a computer monitor, utilize a keyboard and mouse or equivalent equipment for up to 8 hours per day.
- Ability to occasionally lift and/or move up to 15 pounds.
- Ability to occasionally stoop and kneel.

Travel

- Occasional travel within Minnesota

How to apply:

Qualified candidates should submit a resume all in one document (PDF preferred) to careers@efmn.org. This position is open until filled.