



## **DEVELOPMENT ADMINISTRATIVE ASSISTANT**

**Headington Institute, March 2022**

The *Development Administrative Assistant* is a part-time staff member reporting to the Director of Development and Operations (DDO). This important position works alongside the DDO to accomplish a variety of fundraising and administrative tasks during a time of growth and increasing impact. It requires a mature, friendly, high-energy person with a willingness to serve others. While we will consider a variety of candidates, this is an especially great position for someone with 1-2 years of development experience who wants to be involved in a variety of fundraising tasks, including providing support for a major campaign.

### **Essential Duties**

- Development Support
  - Provide scheduling and communication support to develop and maintain relationships with active and prospective donors
  - Maintain donor database and research new prospective donors
  - Draft donor funding requests and reports
  - Prepare and submit grant proposals, updates, and reports
  - Draft campaign and appeal documents as needed
  - Plan and supervise fundraising events
- Administrative Support
  - Manage organizational communications and events calendar (social media, resource publications, stakeholder webinars, newsletters)
  - Lead infrastructure assessment and improvement projects when needed
  - Complete routine website updates
  - Complete special tasks and projects assigned by the DDO

### **Qualifications**

1. Associate's or Bachelor's degree
2. Previous fundraising experience
3. Excellent written, oral, and interpersonal communications skills
4. Demonstrated competence with a variety of tech applications, including:
  - a. Microsoft Office, Dropbox, Zoom, Google Suite, and at least one relational database (Raiser's Edge, NeonCRM, etc) is required
  - b. Adobe Creative Cloud, Slack, WordPress, Mailchimp, and project management platforms like Asana or Todoist is preferred

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5. A personality characterized by colleagues as mature, independent, resourceful, pleasant, honest, and detail-oriented
6. Ability to maintain confidentiality and adhere to the highest ethical standards

#### **Position Details**

1. *Hours:* Initial schedule of 15-25 hours per week to be determined by you and your supervisor. The schedule you determine with your supervisor must fit within the working hours of 7am-7pm PST.
2. *Compensation Range:* \$25-35/hr.
3. *Location:* Hybrid of remote and in-office work at our Pasadena office. Fully remote candidates will be considered.
4. *Supervisor:* Director of Development and Operations.

#### **How to Apply**

Please direct applications, including a resume/vitae, a compelling letter of interest, and a 500 word writing sample, in confidence to [cferencesaunders@headington-institute.org](mailto:cferencesaunders@headington-institute.org), SUBJ: "APP: Admin Assist Role". Materials must be submitted as .pdfs. No other formats will be reviewed. No phone inquiries will be returned. Candidates are encouraged to obtain additional information from our website, [www.headington-institute.org](http://www.headington-institute.org).

#### **About the Headington Institute**

Based in Pasadena, California, the Headington Institute cares for the world's helpers by promoting the physical hardiness, emotional resilience, and spiritual vitality of humanitarian aid workers, emergency responders and community caregivers. The Institute strengthens aid organizations by encouraging the wellbeing of their staff, making it a partner in worldwide humanitarian and emergency responder work. Cofounded by Drs. James Guy and Tim Headington in 2001, the Headington Institute provides counseling, training, consultation, online resources, and research services worldwide. Institute staff work directly with approximately 6,000 personnel per year.

#### **Statement on Anti-Racism and Inclusivity**

We are working to become an inclusive and equitable anti-racist community. As an organization, we want to create an environment where BIPOC feel safe and supported on our team. Regardless of your age, color, race, limitations, ethnicity, gender identity, sexual orientation, socio-economic status or lived experience, we strive to treat all members of our community with dignity and respect so that they feel safe, celebrated, and welcomed.

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