

Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life. We value diversity and are looking for the right candidate to join our fun and hardworking team!

Donor Services Assistant

Alexandra House is seeking a full-time Donor Services Assistant to provide administrative support for the fundraising efforts of Alexandra House, Inc. as a member of the Mission Advancement team and to ensure provision of trauma informed services to Alexandra House participants. This position is located at our office in the city of Anoka, however is currently hybrid (*on-site and work from home*).

Primary Responsibilities

- Provide assistance to the Executive Director and Director of Mission Advancement.
- Serve as a frontline contact for donors (material and monetary) and volunteers with regard to their contributions and engagement with the organization.
- Accurate and timely data entry of donor and gift information.
- Dissemination of regular donor letters, and collaborating with the teams to identify fundraising trends, issues and opportunities.
- This position works primarily with donors, volunteers, board and committee members, and Alexandra House staff.

Minimum Qualifications

- One year of direct experience within a nonprofit development department **OR** two years of progressive job-related experience as an Administrative Assistant.
- Commitment to and experience in working with people from diverse populations and marginalized communities.
- Ability to problem solve, effectively plan and prioritize, make decisions individually and within a team.
- Ability to handle donor information with complete confidentiality.
- Exceptional communication skills, both verbal and written.
- Robust knowledge of the Microsoft Office suite of programs (Word, Excel, Outlook, etc.).
- Familiarity and comfort using databases (donor database: eTapestry, Greater Giving).
- Ability to travel to multiple locations.

Preferred Candidate Qualifications

- Thorough knowledge of development practices and fundraising strategies.
- Strong copywriting and editing experience.
- Solid organization skills and impeccable attention to detail and accuracy.
- Strong time management skills, with ability to make decisions about how to manage multiple tasks

Salary Starting Range

\$37,500 – \$40,500 DOQ, with a full benefit package including retirement plan, vacation & medical accrual

Hours

Generally, Monday-Friday, 8:00am – 4:30pm with evenings and weekends as needed.

How to Apply: Please submit a cover letter and resume Attn: Tina Bronson at employment@alexandrahouse.org.

Position open until September 1, 2021. **Optional:** In lieu of a cover letter, you may submit a 2-4 minute self-recorded video telling us a bit about yourself and why you are interested specifically in this job.

***No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted within one business day after resumes are received.

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.