



CAMPHILL SOLTANE

DEVELOPMENT ASSISTANT

Part-Time

Reports to Sue Moore, COO,
Camphill Soltane Foundation

HOW TO APPLY

Please send cover letter and resume to
smoore@camphillsoltane.org.

CONTACT

610-469-0933

camphillsoltane.org

@camphillsoltane

Camphill Soltane does not discriminate on the basis of race, gender, sexual orientation, national origin, religious creed, disability, or age.

JOB SUMMARY

Responsible for GiftWorks database administration including data entry, mailings and report generation. Assists COO with assigned administrative tasks and event preparation. Involved and pro-active in the grant tracking process and grant research on an as needed basis. Responsible for managing inventory and ordering of stationery and other marketing supplies.

RESPONSIBILITIES & DUTIES

FUNDRAISING & OUTREACH

- Assists the COO with events, event preparation, and event solicitation via email and donation solicitation.
- Assists with event set-up, tear down, working of events.
- Works with the COO on organizing the annual Napa Valley trip, including travel and logistical details, organizing thank you gifts, and putting together marketing material packets.
- Works directly with COO on researching and administrating foundation grant proposals.
- Keeps COO informed of all upcoming grant proposal and report deadlines.
- Maintains a current grant tracking spreadsheet.

ADMINISTRATIVE RESPONSIBILITIES

- Work with GiftWorks database, including entering donations, utilizing the mail feature, report generation, and mailing list generation.
- Responsible for coordinating distribution of annual reports, newsletters, e-newsletters, mailings and other publications as needed.
- Primary contact for working with Soltane's printers on various event projects.
- Responsible for inventory management and ordering of all Soltane stationery and related items.

QUALIFICATIONS & SKILLS

- A valid driver's license & a high school diploma or equivalent.
- Computer literate with solid skills in this area.
- Highly self-motivated, creative and disciplined with excellent follow through to meet deadlines.
- Excellent organizational and writing skills, detail oriented.
- Flexible with a willingness to learn, to tackle various projects on an as-needed basis, to multitask.
- A positive, can-do attitude.
- The ability to work under stress and maintain composure.
- A willingness to solicit donations through multiple channels.