

SILVER SHIELD FOUNDATION

Job Description Office Administrator

The Silver Shield Foundation, a Non-Profit organization headquartered in New York City, is looking for a motivated, proactive and energetic individual to join the Foundation as the Office Administrator. This is an exciting opportunity to work with an intelligent, committed and fast-growing Foundation that is passionate about giving back to the community by providing educational scholarships for the surviving children of Police Officers, Firefighters and EMS members who were killed in the line of duty.

COMPANY: Silver Shield Foundation, Non-Profit Organization

POSITION: Office Administrator

LOCATION: Midtown, Manhattan

HOURS: Full-Time; Monday to Friday; 9:00AM-5:00PM

SALARY: Range is \$50,000-\$60,000 based on experience

BENEFITS: Health insurance; 403(b) with match; Paid time off

EDUCATION: Associate or Bachelor's Degree preferred

Responsibilities:

Administrative Duties:

- Support the Chief Operating Officer with office operations, program administration and event coordination.
- Contribute to advancing the Foundation's mission.
- Coordinate the effective day-to-day operations of the office including performing basic reception tasks, screening and directing calls, providing general information, receiving and processing mail, managing office supplies and equipment and maintaining and organizing files and documents.
- Maintain and update constituent and donor records in database, prepare reports as needed.
- Process donations, enter in database, make deposits and produce acknowledgement letters in a timely manner.
- Assist in preparing materials for Board meetings

Special Events:

- Provide support for development activities and fundraising events
- Assist with coordination of event logistics including materials, registration, ticket sales, in kind donations and online fundraising
- Assist with constituent communications including newsletters, mail appeals and thank you letters
- Perform other duties as assigned

Qualifications and Skills:

- 1-2 years of office or administrative experience preferred, but will train
- Excellent computer skills, including fluency in Microsoft Office (Word, Excel), and Constant Contact.
- Knowledge of QuickBooks Online and Donor Perfect a plus
- Attention to detail, proactive and organized
- Ability to multi-task, prioritize and meet deadlines
- Excellent written and verbal communication skills
- Excellent customer service and phone manner in communicating with families, donors, partners and stakeholders.
- Must be reliable and able to work independently
- Strong team player and ability to work in a small office environment
- Professional personal presentation
- Discretion and diplomacy in handling sensitive and confidential information
- Commitment to the mission of The Silver Shield Foundation