



Bringing joy, hope and dignity to homeless children with the gift of a birthday party.

Job Description: **Executive Assistant**

Send Resumes To: **Chris Spahn – chris@birthdaydreams.org**

Birthday Dreams provides complete, customized birthday parties to children living in homelessness in King, Pierce and Snohomish counties. Partnering with local businesses and volunteers, Birthday Dreams has brought hope and joy to over 11,000 children.

POSITION

The Executive Assistant is responsible for helping with Donor Stewardship, bookkeeping/data entry, and special projects for the Executive Director and the Development Director. The Executive Assistant reports to the Executive Director. This position requires 30 hours/week.

RESPONSIBILITIES

Donor Stewardship / Development:

- Send donors thank you letters by mail and email. Track letters that have been sent.
- Maintain the prospect grant database/spreadsheet
- Track grants that have been written, or are prospects, reports, due dates, and when they are received or denied.
- Participate in and support special projects and events as needed, whether in person or on an advisory basis, lending support and opinions.

Bookkeeping / Data Entry:

- Enter Donations and Deposits into DonorPerfect and QuickBooks.
- Send Donors receipts by mail or email.
- Write checks/pay bills.

Administrative:

- Purchase business supplies.
- Mail merge to print labels and documents.
- Perform other duties as assigned by the Executive Director or Development Director.
- Help out in Operations as needed.

QUALIFICATIONS

The person in the Executive Assistant role will be thoroughly committed to Birthday Dreams' mission. Other qualifications include:

- Demonstrated ability to be both a leader and team player that works effectively with others, is self-motivated and flexible.
- Excellent interpersonal, verbal and written communication skills.
- Ability to develop and maintain effective relationships with donors, prospects and the Birthday Dreams community while maintaining appropriate confidentiality.
- Time-management, organizational and event planning skills.
- Experience with Microsoft Word and Excel.

Preferred Experience

- Previous donor tracking and stewardship experience.
- Experience with DonorPerfect and QuickBooks.