



POSITION DESCRIPTION

POSITION TITLE: Administrative Specialist

REPORTS TO: Executive Director

BASIC FUNCTIONS AND PURPOSE OF THE POSITION:

The Administrative Specialist plays an integral role in supporting Medic One Foundation's mission to support excellence in pre-hospital emergency care. Primary areas of responsibility include managing office operations, equipment and supplies, gift entry, providing administrative support to senior staff, and helping to coordinate fundraising, donor relations, grant-making, and Board of Director activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Support:

- Produce letters, reports, meeting minutes, and assist with PowerPoint presentations
- Schedule meetings, prepare meeting packets, make site and catering arrangements, record minutes
- Organize, file, and maintain administrative records, both electronic and physical
- Oversee general office operations, including answering/directing calls, processing mail, data entry, copying and greeting guests
- Coordinate maintenance of office equipment
- Order and maintain supply inventory
- Attend meetings, when appropriate, and record/distribute minutes
- Establish and maintain a central filing system to ensure timely access to donor and administrative information
- Manage monthly calendar of meetings and events/activities

Gift Entry and Donor Relations

- Perform timely gift entry and data processing in Raiser's Edge database.
- Generate timely acknowledgement letters, pledge payment reminders, and other donor communications.
- In concert with Foundation staff, develop and implement processes for maintaining and updating regular and special occasion acknowledgements (both database-generated and handwritten).
- Update and maintain accurate donor records and database integrity.
- Assist in preparing lists as needed by staff, Board, and volunteers.
- Maintain non-donor constituent lists in the database, i.e., EMS providers, government officials, estate attorneys/professionals, media, etc.

Board / Committee Development and Communication

- Assist the Executive Director with:
 - Coordinating Board and committee meetings, including room reservations, catering, board packet preparation, audio visual requirements, speaker confirmation, record/distribute minutes
 - Prepare Board and committee correspondence
 - Coordinate Board social activities

Grant Administration

- Assist the Executive Director with:
 - Distributing Medic One Foundation grant application RFP's
 - Reviewing applications for appropriate documentation
 - Preparing and distributing application packets to grant review committees
 - Preparing award letters
 - Recording and distributing meeting minutes
 - Monitoring fulfillment of grantee reporting requirements
 - Maintaining historical records and files on Foundation grant awards

Other Duties:

- Participate in Foundation events, including but not limited to the Lifesavers Gala and Legacy Society activities that can be utilized as cultivation and/or stewardship activities for prospects and donors.
- Perform other duties as requested, delegated, or assigned.

POSITION SPECIFICATIONS:

EDUCATION: AA or equivalent work experience required

EXPERIENCE: 3+ years of administrative support in an office environment., non-profit organization experience preferred

KNOWLEDGE AND ABILITIES:

- Excellent computer skills, including proficiency with Microsoft Office Suite, Zoom, and Teams.
- Excellent telephone etiquette
- Strong organizational skills and attention to detail.
- Must be able to interact appropriately with high level volunteers.
- Ability to handle confidential information appropriately.
- Ability to organize and prioritize a diverse workload in a busy environment.
- Demonstrated ability to work concurrently on diverse projects under pressure and to maintain high standards for accuracy
- Ability to work independently as well as be a collegial member of a team.

EXTERNAL CONTACTS: The position has contact with the public, community organizations, Board of Directors, UW and Harborview administrative staff and physicians, fire departments, city and county departments, fundraising volunteers, and donors. These contacts are required for giving and receiving information on services, special projects, and other information regarding the Foundation.

JOB CONDITIONS AND PHYSICAL EFFORT: Duties and responsibilities are performed in an office environment.

HOURS: Part-time, non-exempt staff position, Monday thru Friday. Position may require after hour and weekend work.

Employee Signature

Date

Supervisor Signature

Date