



Philanthropy/Administrative Assistant

Overview

Friends of Minidoka seeks to employ a part-time Philanthropy/Administrative Assistant to support philanthropic and administrative efforts and reports to the Executive Director. This hybrid position will allow the Philanthropy/Administrative Assistant to work in-person at the Boise office and remotely, and travel will be required for in-person meetings and events.

Essential Duties and Responsibilities

- Use the Bloomerang database program to generate thank you acknowledgements for all donor contributions (pledges, tribute gifts and notifications) using Bloomerang, in a timely manner. Track pledge payments and send payment reminders.
- Generate reports, graphs, spreadsheets, mailing lists.
- Partner with bookkeeper and Executive Director to reconcile Bloomerang with QuickBooks on a monthly basis.
- Track grants, including grant due dates, grant reporting dates, tracking grant expenditures, assist with grant reporting.
- Coordinate mailing projects for philanthropy and programming.
- Assist with meeting and event planning.
- Coordinate online store and fulfill online orders.
- Complete other duties as assigned.

Preferred Transferable Competencies and Skills

- Outstanding organizational skills and attention to detail.
- Ability to work independently.
- Ability to manage multiple projects with a variety of deadlines.
- Previous donor database management or CRM experience preferred, ideally with Bloomerang.
- Working knowledge of Google documents, spreadsheets, slides, and strong working knowledge of Excel.
- Excellent interpersonal skills and the ability to communicate effectively (verbally and in writing) with people from diverse backgrounds, including donors, patrons, volunteers, coworkers, and trustees.
- Commitment to social justice and ability to apply equity, intersectional and anti-racist lens.

Minimum Qualifications

- Bachelor's degree or equivalent practical experience.
- Must have a valid driver's license.
- Must pass a criminal background check and reference checks.

Compensation

- Hourly rate of \$25 - \$28 per hour, average 20 hours per week.

Location

- This hybrid position is based in the Boise area and will require in-person work in the Boise office as well as remote work. Includes occasional travel to the Minidoka site and other in-person meetings in coordination with the Executive Director and as needed for the project.

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant.

How to Apply

Submit a cover letter and resume to jobs@minidoka.org with the subject line "Philanthropy/Administrative Assistant." The position will remain open until filled.

Non-Discrimination Statement

Friends of Minidoka does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.

Friends of Minidoka is an equal-opportunity employer. We shall not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.