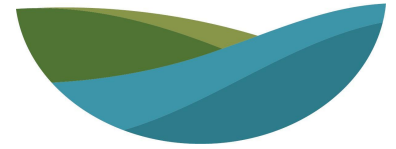


Position Description: Administrative and Development Assistant

**CLEAN RIVER
PARTNERS**



Reports To: Executive Director
Supervises: N/A
Status: Non-exempt, part-time hourly, 20 hours per week
Salary: \$18-\$20/hour, PTO
Ideal Start Date: As soon as a qualified candidate is available

OVERVIEW

This position will assist the organization and the Executive Director with day-to-day operations. This position will have flexible hours in a team-oriented small office environment. The Administrative and Development Assistant must be task-oriented, comfortable working independently, a problem-solver, and possess strong written and verbal communication, administrative, and organization skills. This is an excellent opportunity to learn about nonprofit administration in a supportive environment.

ABOUT CLEAN RIVER PARTNERS

Clean River Partners is an environmental non-profit based in Northfield, MN. We envision communities that create and protect a watershed with healthy soils; drinkable groundwater; and clean, fishable, and swimmable rivers, lakes, and streams. We partner with people and organizations to value, protect, and improve the Cannon River Watershed's land and water. Our core values of resilience, equity, and engagement guide all of our work.

ESSENTIAL RESPONSIBILITIES

- Provide general administrative support to Clean River Partners and the Executive Director
- Manage and document administrative processes, especially for events, grants, memberships, and reports
- Manage their own schedule and help the Executive Director and the staff stay on top of deadlines
- Schedule and coordinate staff and other meetings
- Office maintenance: inventory and order supplies, organize files and documents, etc.
- Schedule, coordinate and support Board of Directors meetings, including preparing and distributing meeting materials, preparing and distributing meeting minutes, and serving as technical support for virtual and hybrid meetings
- Process bulk mailings, manage incoming and outgoing daily/weekly mail
- Answer phones and distribute general messages to appropriate staff; greet visitors on in-office days
- Assist with bookkeeping duties as needed
- Support the Executive Director with fundraising relationships and activities such as setting appointments, tracking fundraising appeal income, etc.
- Data entry into fundraising database; record, process, and acknowledge membership gifts
- Send renewal notices to members
- Scout, apply, and manage current and potential new grant opportunities and timelines
- Additional duties and responsibilities, as assigned by the Executive Director

EDUCATION, KNOWLEDGE & SKILLS

Required

- Strong interpersonal skills and ability to work collaboratively. Excellent written and verbal communication skills and proofreading experience
- Attention to detail, able to handle multiple projects and prioritize appropriately
- Ability to follow through on a project with minimal direction. Excellent problem solving skills
- Strong organizational skills. Ability to multitask, prioritize work, and meet deadlines. Flexible and motivated with a positive attitude
- Works well in a team work environment and can stay on task when working independently
- Minimum two years of relevant experience
- Proficiency with spreadsheets, databases, word processing, and Microsoft Office and Google Suite applications
- Proficiency with shared drives, such as Google Drive
- A valid driver's license and access to a motor vehicle

Preferred

- Knowledge/experience with Cannon River Watershed region and communities
- Experience in a nonprofit and/or environmental work
- Interest in and commitment to the mission and values of Clean River Partners
- Project management experience
- Proven grant-writing and copy-editing experience
- Demonstrated skills in the use of Vertical Response or other email newsletter publishing tool
- Experience in using Google Analytics, QuickBooks, and/or website maintenance software
- Knowledge/experience with support of fundraising activities such as mailing campaigns
- Event organizing (or assisting) experience
- Experience in volunteer coordination
- Official minutes/note-taking experience
- Bachelors or associates degree

WORKING ENVIRONMENT

Work is primarily sedentary, although there is some moving, travel, and carrying of lightweight items such as notebooks and work papers. Most work is performed in an office building and in an adequately lighted and climate controlled, ADA compliant space. Many staff work a hybrid schedule. This person will share an office space with a coworker, but will have a dedicated workspace. Occasional travel as well as occasional evening and weekend meetings will be part of the job.

Hours of Work

This position is a part-time, hourly, non-exempt position. The hours are 20 hours a week with schedule being negotiable sometime during Clean River Partners' normal business hours of 8:30 AM – 5:00 PM Monday-Friday. Working from home will be an option on occasion.

TO APPLY

Send a resume, cover letter, and the names and contact information of three professional references to Jennifer Tonko at jennifer@cleanriverpartners.org. Review of applicants will begin April 10, 2023 and continue until the position is filled. Clean River Partners is an equal opportunity employer.