

Administrative Associate

Cause Effective transforms nonprofits by partnering with mission-driven leaders to achieve social change. We work with leadership to develop, employ, and expand effective fundraising, governance and organizational strategies to advance equity and justice. Cause Effective envisions a future in which nonprofits thrive with empowered leadership and abundant funding to achieve an equitable world.

BASIC FUNCTIONS AND PRIORITIES

Cause Effective is seeking a full-time Administrative Associate. This role is a key member of the Cause Effective team working to keep critical administrative, fundraising and programs systems functioning properly and provide logistical support to the operations and development staff. This position is responsible for the maintenance and use of Cause Effective's Salesforce Database. The Administrative Associate will report to the Senior Director of Human Capital & Operations and will also support the Director of Philanthropic Engagement.

This position will help power communications, digital outreach, event management, fundraising, and business development activity for the organization. The Administrative Associate will help establish organizational standards and processes for data management and partner with staff to collaboratively and creatively maximize Salesforce and Network for Good capabilities driving toward overall organizational goals.

Cause Effective is currently operating as a virtual organization – but while this position is primarily remote, the Administrative Associate will need to monitor the physical mailbox on a weekly basis and provide in-person logistical support for fundraising and programming events as well as staff social cultivation events, therefore, **candidates for this position must be located in the New York City area.**

KEY RESPONSIBILITIES

Operations/Administrative Support (60%)

Assist the Cause Effective Senior Director of Operation on a variety of administrative tasks that impact the daily functions of Cause Effective's operations and programs

- Manage project timelines for Cause Effective events, appeals, and publication distributions
- Handle the contracts administration process to ensure compliance of client work and timely payment processing
- Assist HR with recruiting and onboarding new employees
- Coordinate and supervise the work of a rotating roster of interns throughout the year
- Train and provide troubleshooting support for staff, interns, and affiliates on the use of our various technical systems (Salesforce, Box, Office 365, Gmail, Asana, etc.)
- Manage and monitor the CE phone system and UPS mailbox to ensure timely responses to all business inquiries and quick processing of accounts receivables
- Provide support for Cause Effective's in-person events and workshops

Database Management

- Create and maintain reports and dashboards to provide insights into data and business performance

- Monitor data quality, perform data analysis, and ensure data integrity within the database
- Oversee data management activities, such as data import, export, cleansing, and de-duplication
- Monitor system performance, troubleshoot issues, and work with Salesforce support to resolve technical problems

Development Support (40%)

Provide logistical and clerical support to the Director of Philanthropic Engagement on a variety of fundraising assignments.

Fundraising

- Coordinate logistics for the annual appeal, including appeal production, donor tracking and recognition
- Manage fundraising data through active use of our Salesforce database
- Input and track donations, pledges, and grants
- Assist in preparing donor correspondence, including letters, reports, and relevant updates.
- Coordinate the preparation of grants documentation including proposals, reports, and end-of-project reports.
- Assist with prospect/funder research

Events

- Assist in the coordination of all Cause Effective in-person and virtual special events, including day of activities
- Provide logistical support by overseeing guest lists and registrations, creating name tags and seating charts, and preparing materials/documents as needed
- Schedule and coordinate meetings and record notes

Qualifications Required:

- 2-4 years of experience working for non-profit organizations (paid and/or volunteer) in positions of progressively greater responsibility
- Demonstrated experience and success in project management, with impeccable follow-through
- Solid organizational skills, including the ability to manage time appropriately, set priorities, handle multiple assignments within tight timeframes, and work efficiently
- Demonstrated proficiency in Microsoft Office Suite, Salesforce, and other technical systems
- Strong attention to detail and accuracy in recording information
- The ability to “manage up and across” to keep others on track and work as a member of a team
- Effective oral and written communication skills
- Collaborative team player with the ability and desire to work cooperatively with others

Personal Characteristics:

- Intelligent and persuasive; a problem solver who can both conceptualize and implement, and who can initiate ideas and projects, not just respond to direction
- An energetic, focused, hard worker who is effective in a fast-paced, pressured environment
- A person who enjoys working with many different types of people and who has respect for and sensitivity to different cultural styles among clients and coworkers
- A collaborator with a sense of humor who likes to share information and ideas with colleagues to achieve excellent results

Cause Effective seeks to achieve impact through a diverse and inclusive workplace that honors the unique talents and lived experiences of each individual. Our vision and values are reflected in all our decisions, including hiring practices. Accordingly, Cause Effective actively seeks people who bring a broad range of backgrounds and perspectives to join us in our work. Cause Effective is an Equal

Opportunity Employer.

COMPENSATION AND BENEFITS

Salary for the Administrative Associate position is \$55,000 to \$60,000, with excellent benefits and flexibility. Cause Effective is a 100% virtual organization.

Cause Effective offers a competitive benefits package that includes medical, dental, vision, remote work stipend, professional development budget, 3 weeks PTO first year and unlimited PTO after the first year, generous holiday schedule, 403b plan and profit sharing, etc. This position is slated to start in August 2023.

Please submit a resume/CV, cover letter, and short writing sample to Cause Effective at jobs@causeeffective.org with the title of the position in the subject line. Supplemental materials reflecting core competencies are also welcome. No phone calls.

All inquiries and discussions will be considered strictly confidential.