

CONCERNED WOMEN *for* AMERICA

Executive Assistant, Donor Relations

Location: Headquarters in Washington, D.C.

About Concerned Women for America

We are the nation's largest public policy women's organization, and we lead a movement dedicated to impacting the culture for Christ through education and public policy.

We work tirelessly for the core issues of the sanctity of life, defense of the family, education, religious liberty, national sovereignty, opposing sexual exploitation, and support for Israel. We know that educated and empowered women are better able to raise healthy, educated, and confident children and that their voices need to be heard for the benefit of society at large. We're making an impact together.

We exist to promote Biblical values and Constitutional principles through prayer, education, and advocacy.

We believe the women of America have great influence in this world, having a powerful voice in the affairs of this nation and on behalf of women abroad. We love being their voice in Washington and beyond. We believe change starts with each woman, and we love being her heels on the ground in Washington and beyond.

We provide our employees with meaningful opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. Read more from our CEO and President, Penny Young Nance, below.

Overview of Our Need

As our Executive Assistant to the Vice President of Advancement and External Relations (VP), you will be responsible for providing high-level service to supporting the work of the VP as well as top notch stewardship to our supporters. You will be responsible for thanking high and mid-level donors -- in writing, on the phone, and by email. It is understood that the volume of this work is beyond the hours apportioned to your role, so you will work with the VP to set priorities for your work with maximum impact as a goal. Your work will be critical for organizing and maintaining key elements of the Development Department and streamlining our internal processes.

Qualifications of the Applicant

You have 3-4+ years of work experience with knowledge and practical understanding of key fundraising techniques, such as direct dialogue, mail, telephone, web, database, digital and social media. A bachelor's degree is preferred.

You thrive in fast-paced work environments and excel at customer service. Your excellent interpersonal and communication skills are one of the skillsets that you are most proud of, as well as your polite, friendly demeanor.

You are motivated and a self-starter, who does not need constant supervision and who seeks to make the most of every opportunity a workday affords.

You have strong analytical skills and the ability to analyze data and information. You are knowledgeable in customer management systems.

You enjoy organizing information, and you know how to perform mail merges and are comfortable using donor management software.

Ideally, you have beautiful handwriting.

Most importantly, you believe in conservative Biblical principles and care about the intersection of those principles with public policy. You embrace who CWA is and where we are going. You are inspired by the work we can do together to impact our culture for Christ.

Responsibilities of the Position

Primary responsibilities are to the Vice President of Advancement and External Relations

- Manage and organize donor relation materials in office
- Prepare folders for new donors and VP trips
- Input data into database from VP travels/meetings with supporters
- Assist in answering phones when needed
- Be comfortable working in excel to format reports for VP
- Troubleshoot technology and printer
- Prepare materials for conferences such as the Council for National Policy
- Keep all donor relations supplies in stock
- File expense reports for VP monthly
- Help create gifts, cards and thoughtfulness for treasured supporters
- Assist with travel plans as needed
- Creation of travel itineraries as needed, particularly when the VP is traveling with the CEO
- Thanking supporters as needed through written notes, phone calls, flowers, etc.

Other responsibilities related to the Donor Relations Team

- Attend weekly staff meetings and team meetings with the Donor Relations Team
- Keep all print materials in stock, including:
 - Proposals
 - Annual Reports

- Business Cards
- Greeting cards
- Special Projects
 - Events –
 - Packaging and mailing invites
 - Research gift options
 - Order all components to assembly site
 - Assemble
 - Mail – using Shipo
 - Bio Books created for events
 - Holiday cards – Christmas

You will do anything else that it takes to live out our mission and maintain good humor within the hours apportioned to this role

Application Process

To apply, first familiarize yourself with CWA's website (www.concernedwomen.org).

Email a copy of your cover letter and resume/CV to Annabelle Rutledge, VP of Advancement and External Relations (arutledge@cwfa.org).

A message from Penny Nance, CEO and President of Concerned Women for America

As CEO and President of CWA, I would like to thank you for your interest in joining with us on our journey to impact our culture for Christ as the voice of conservative Christian women across America. CWA's vision of a world in which every human life is valued, family is sacred, and our nation's history is honored is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work and are so pleased you are considering Concerned Women for America as your potential employer. This position of supporting the Vice President of Advancement and External Relations is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional, and motivated team.