



## **Title: Administrative Assistant**

### **Our mission:**

Sharing in the love of Christ by partnering with rural communities in healthcare, education, economic development, and housing.

### **Position Description:**

The Administrative Assistant's role at The Rainbow Network is to provide administrative and fundraising support to help ensure the success of our organization. This position requires a high level of organization, attention to detail, and a positive and friendly demeanor.

### **Preferred Qualifications:**

- Excellent people and communication skills
- Superb Excel and Google Sheets skills
- Extremely detail-oriented and able to multitask
- Efficient, self-motivated, and driven to succeed
- Previous administrative experience preferred
- Spanish language skills helpful
- Passionate about Rainbow Network's mission

### **Scope of Responsibilities:**

#### **Update & Manage Donor Software**

- Enter donor and contributions information, ensuring accuracy of information.
- Send donor acknowledgements through the donor management system.
- Generate monthly donor reports.

#### **Support the Student Scholarship Program**

- Maintain the student-sponsor database, ensuring accuracy of information.
- Help process scholarship program information.
- Communicate program information to donors.

### **Support Fundraising Efforts**

- Prepare grant reports' framework and submit final reports.
- Prepare and share regular giving reports.
- Help ensure the donor stewardship plan is running smoothly.

### **Provide Excellent Customer Service to Donors**

- Field incoming phone calls.
- Answer donor emails and inquiries.
- Maintain confidentiality of donor information.

### **Provide General Administrative Support to Staff**

- Print, prepare, and send materials to staff and donors.
- Maintain organization's metrics systems.
- Provide coordination for trips, such as scheduling, hotel reservations, paperwork, etc.

### **Other Duties as Assigned**

#### **Hours:**

Full-Time (40 hours)

#### **Work Location:**

Remote

**Interested applicants:** Please send your resume to [careers@rainbownetwork.org](mailto:careers@rainbownetwork.org)