



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