

**Nepal Youth Foundation**  
**3030 Bridgeway, Ste. 325**  
**Sausalito, CA 94965**

**Job Description:**

Administrative Assistant – Development Team

**Working Hours:** 32-40 hours week, Monday-Friday. Availability to work occasional nights and weekends.

**Employment Status:** Non-Exempt

**Reports to:** Director of Development

**Remuneration:** \$40K-\$44K FTE, or \$20-\$23/hr. for P/T

**Benefits:** PTO, Health and Dental, Flex Account

**Job Summary:**

NYF seeks an Administrative Assistant with a commitment to our mission, excellent problem-solving ability, and attention to detail in order to be the foundation of our daily operations. This member of our team's primary responsibility is managing NYF's database - ensuring accurate and timely processing of donations and generating letters thanking donors. Additionally, this position supports the Development team with list generation, donor communications, and event and general office support as needed.

Strong computer skills (particularly Word & Excel) are crucial, and experience with a CRM or donor database is ideal (but, training is available).

Business hours are Monday-Friday, with occasional nights and weekends. While full time staff is preferred there is potential for a reduced schedule. Development responsibilities may expand depending upon available time.

**The job responsibilities include:**

**Data Processing & Acknowledgements**

- Processing incoming donations (cash, checks, and credit cards), entering them into eTapestry, and generating thank you letters
- Maintaining and correcting donor database, and adding new records
- Generating lists and preparing reports for the Finance and Development team as needed
- Following-up with lapsed or expired recurring gift donors
- Following-up with matching gift requests and confirmations
- Assisting in maintaining NYF's Sponsorship Program, including tracking new sponsors, renewals, and letters to donors

**Events**

- Assisting with event implementation, including NYF's signature Founder's Day (typically in June)
- Tracking event RSVPs and donations

**General Support**

- Responding to phone and email inquiries and assisting with various office tasks as needed
- Assisting with in-house mailings

**Experience and Qualifications:**

- Highly effective communication, organizational, problem solving, and customer service skills
- Motivated, punctual, and capable of working as part of a small, collaborative team
- Ability to maintain a positive working relationship with staff and donors
- Must be detail-oriented and solution-oriented
- Demonstrated office experience, managing and communicating information quickly and accurately
- Strong computer skills (particularly Word & Excel), and experience with a donor database (ideally Raiser's Edge or eTapestry) is preferred
- Availability to work occasional nights and weekends.

**To Apply:**

If you are interested in this position, please submit a cover letter and resume electronically to [Julie@NepalYouthFoundation.org](mailto:Julie@NepalYouthFoundation.org) with the Subject Line: Administrative Assistant Position.