



***See Education, Experience and Knowledge requirements below; please be respectful and do not apply if you do not meet those minimums. Thanks!***

## **Hilltop Artists in Residence JOB OUTLINE**

**Title: Executive Assistant/Donor and Volunteer Administrator**  
**Location: Jason Lee Middle School, Environment: Hotshop, Shared office space**  
**Reports to: Executive Director**  
**Status: FT/32-40 hrs/wk**  
**Open: Immediately**

**Job Summary: Carries out administrative support duties for the Executive Director and other staff in order to help insure the success of the ten programs of Hilltop Artists. Creates and maintains effective systems and procedures with an emphasis on administration, donors, funders and volunteers. Maintains a positive, welcoming and supportive interface with everyone who connects with Hilltop Artists, to the degree that this becomes a hallmark of our reputation in the community.**

### **Administrative Support**

- Carries out general office duties.
- Manages filing system (both digital and hard-copy), keeping up to date and clearly organized files and records; creates new files and archives old files as needed.
- Creates and maintains a desk manual covering all administrative functions.
- Handles correspondence, opens & routes mail and email, answers or routes phone contacts, inquiries and requests.
- Receives visitors, determines needs, takes appropriate steps.
- Provides bookkeeping support; prepares deposits and makes copies of all checks received, takes deposits to bank.
- Completes weekly/monthly data entry, data reports.
- Monitors program and office supply inventory, and coordinates with staff on reordering.
- Prepares for board meetings including email and hard copy packets; prepares meeting space and food; following meetings, enters all documents submitted to board into archiving manual, distributes to absent members, immediately follows-up on all board requests.
- Attends scheduled staff meetings and other meetings upon request, taking and distributing notes as required. Regularly updates the online, shared staff and board calendars.

### **Donor Development/Management**

- Assists in creating policies and procedures for the donor development plan and manages the administrative aspects of its implementation.
- Designs and prepares materials for the donor development plan, and creates systems that support the policies and procedures.
- Inputs all donor information including contact information, donations and sales using current Access database.

**602 N Sprague • PO Box 6829 • Tacoma, WA 98417**  
**(253) 571-7670 • (253) 571-7697 FAX • [www.hilltopartists.org](http://www.hilltopartists.org)**

- Manages all donor correspondence; prepares correspondence, thank you notes and donation acknowledgements.
- Conducts direct mail processing

### **Volunteer Development/Management**

- Assists in creating the volunteer development and retention plan.
- Assists in creating policies and procedures and manages the administrative aspects of the implementation of the volunteer development plan.
- Designs and prepares materials for the volunteer development plan and creates systems that support the policies and procedures.
- Keeps all volunteer files up to date and in compliance with mandated paperwork and background checks.
- Inputs all volunteers' information into Access data base.

### **Special Events**

- Coordinates and implements, with staff and board members, the December VIP event, two semi-annual sales, and the Annual Fall Breakfast Fundraiser.
- Coordinates and organizes Open Houses and other hot shop gatherings.
- Participates in community events to help increase the visibility of our mission.

### **General Requirements for all Employees:**

- Work with students, volunteers and other staff with respect and consideration.
- Maintain the highest level of confidentiality regarding student and program information.
- Be punctual and reliable, keep agreements and communicate clearly.
- Dress appropriately for varied job responsibilities.
- Must be at least 21 years of age, of good character, with a high school diploma, be an insured driver and have outstanding references from employers.

### **Education/Experience/Knowledge:**

#### **Required:**

- A minimum of four years administrative experience; at least two with multiple programs or at the executive level.
- Advanced computer skills, eg: proficiency in Excel, Word and other Office programs
- Two years experience with Access or other data systems.
- Excellent verbal and written communication skills.
- Posses a strong willingness to expand knowledge, and be **very** comfortable with unfamiliar tasks.

Must possess good organizational skills, be able to create goals with follow-through, create policies and procedures, prioritize multiple tasks, maintain calendars, meet deadlines and handle emergencies.

#### **Strongly Preferred:**

- Experience in nonprofit administration, donor and volunteer development.
- A four-year degree.

**Salary:** DOE plus Benefits.

HART is a 501(c)3 non-profit agency and will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation or status with regard to public assistance.