

Administrative Assistant – Flint Hills Center for Public Policy

“An Independent Voice for Sound Public Policy in Kansas”

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information@flinthills.org

The Position: The Flint Hills Center for Public Policy is looking for an administrative assistant with a proven track record. The candidate must possess strong organizational skills and excellent people skills. The chosen candidate will work on a part-time, contract basis from our downtown office in Wichita, Kansas.

Purpose of Position: To support the Executive Director and the Trustees in fundraising efforts.

Education and Experience Required:

- High school diploma
- 2-5 years of work experience

Qualifications Required:

- Excellent people skills
- Strong organizational skills
- Experience using Microsoft Word and Excel and the internet
- Experience working with people over the phone

Additional Desired Qualifications:

- Previous experience raising funds for an organization
- Previous experience maintaining key business relationships
- Previous experience working with a non-profit organization
- College degree

Ongoing Responsibilities:

- Schedule appointments and arrange group meetings.
- Follow-up with donors and prospects as necessary.
- Track contributions.
- Maintain donor files and database records.
- Communicate with donors directly or on behalf of the Trustees.
- Design and facilitate a donor recognition program.
- Direct fundraising events and assist with other events as needed.
- Draft and send acknowledgement letters.
- Draft and send requests to prospects.
- Work with program staff on writing grant proposals.
- Track grant proposal deadlines and ensure that grants are applied for on time.
- Draft and send renewal letters.
- Help with the preparation and publication of development literature.
- Research prospects using public records.

Resumes should be submitted with a cover letter to information@flinthills.org or faxed to (408) 228-0897.