

Administrative Assistant

Berkeley, California

Seva Foundation seeks an Administrative Assistant to join our diverse and committed team.

Seva (say-va) is a Sanskrit word for service. Seva Foundation was founded in 1978 with a mission to alleviate suffering caused by poverty and disease. Best known for our sight-restoring eye care programs in Asia and Africa, we also work with indigenous communities in Guatemala and Mexico, along with Native American communities — supporting projects in the area of health and wellness, community development, environmental protection and cultural preservation.

Primary Responsibilities

- Prepare timely donor acknowledgements and receipts
- Provide administrative support — draft, proofread and format correspondence; compile reports; prepare responses to donor inquiries and monthly giving information packets; coordinate requisitions
- Coordinate and manage mail merges and mass mailing projects
- Assist with prospect research, prospect management, donor cultivation events, invitations, stewardship activities and special projects
- Organize and maintain filing systems
- Coordinate volunteers
- Provide gift data entry assistance (Raiser's Edge) during peak holiday period and at other times as needed
- Assist in list preparation and proofing of Annual Report
- Arrange for equipment maintenance
- Coordinate follow-up with third-party fundraisers as appropriate
- Schedule and plan for department and committee meetings; take, prepare and distribute minutes
- Other duties as assigned

Qualifications

- Undergraduate degree preferred
- Proficient in Microsoft Word and Excel

- Excellent written and verbal communication skills
- Prior experience with database and fundraising software preferred
- Attention to detail, strong organizational skill, ability to prioritize tasks, track deadlines, ability to work collaboratively and independently

Full time position. Salary depending on experience, plus excellent benefits.

Application

To apply, send resume and cover letter to:

Hiring Manager
1786 Fifth Street
Berkeley, CA 94710

Or email to jobs@seva.org with subject line: Administrative Assistant

Or fax to (510) 845-7410.

No calls, please!

Position is open until filled.

Seva is an equal opportunity employer.