**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.