Administrator

Description
Are you ready to tackle a range of financial, HR, and administrative responsibilities for a small civil liberties non-profit based in Washington, DC.? You will be our Salsa CRM administrator and expert, help with donor engagement and grants management, and work with our outside bookkeeping firm to ensure accuracy and timely reports. You’ll administer our fiscal sponsorships, manage HR, prepare email blasts and help update our website. You’ll be an essential part of our small team with significant responsibilities.

This is a hybrid position. The work can be performed remotely to a large extent after training, but will require at least a few hours/month in our downtown DC office.

Responsibilities
Financial
- Work with Jitasa, our outside bookkeeping firm to provide necessary records, ensure accuracy of financial reports.
- Work with our CPA to provide records necessary for annual audit and 990.
- Process transactions (Deposit checks/pay bills)
- Format finance reports prepared by Jitasa

Administrative & HR
- Track and ensure completion of annual state registration filings
- Maintain electronic and physical files with effective filing systems in Drive and other systems. Maintain an organized inventory of organizational policies and procedures
- Develop forms and systems for record keeping as needed
- Process payroll using Paychex
- Maintain personnel records
- Assorted other administrativa

Salsa CRM Administration/Donor Relations
- Serve as the primary system administrator for our CRM.
- Ensure gifts and pledges are accurately recorded and processed to reflect the donor’s intentions.
- Draft, generate, and transmit tax receipts, letters letters, pledge reminders and other donor communications.
- Ensure pledge reminder process and recurring gift renewals are completed,
- Create dashboards and reports on key performance metrics/indicators to evaluate performance and inform strategy.
- Generate reports and assist with prospect pipeline to support fundraising efforts.
- Create donor profiles.
- Generate queries/reports/exports for donor mailings, recognition and appeal/campaign analysis.
- Update additional information in Salsa (merging donor accounts, updating contact information, uploading emails), and perform cleanup of prior records, as required.

Employment Type
Full-time

Beginning of employment
Applications will be reviewed on a rolling basis – we are on a fast track for hiring and training for this position, so apply as soon as possible.

Job Location
1325 G St. NW Suite 500, 20005, Washington, D.C., USA
Remote work from: Washington, D.C.

Working Hours
Hours are flexible, and much of the work can be done remotely once training is complete. Our office is located near Metro Center in downtown Washington, DC.

Base Salary
$ 55,000 - $ 60,000

Valid through
09.09.2022
Manage Fiscal Sponorees

- Interface with directors of projects fiscally sponsored by DRAD to ensure proper reporting of financials, personnel, and other record keeping

Communications

- Set up and schedule email newsletter and alerts
- Proofread email blasts, blog posts, etc.
- Post blogs, etc. to website

Board

- Prepare and send new board member packets
- Prepare packets for board meetings
- Arrange catering for board meetings
- Maintain Minutes Book
- Update Bylaws and Personnel Policies Manual when amended by the board

Office manager

- Maintain inventory of office supplies and equipment
- Weekly staff calls
- Maintain agenda item list
- Take and distribute notes of weekly staff calls
- Monitor info@ and admin@ email account and respond or forward to appropriate staff

Qualifications

- Experience using donor databases or CRMs with an understanding of the importance of a well-maintained CRM for advocacy and fundraising is essential,
- 2+ years of relevant experience in fundraising, finance and/or administrative support in the nonprofit sector,
- Experience with Salsa Engage or online fundraising and advocacy software,
- Excellent organizational skills and attention to detail,
- Strong writing and copy-editing skills,
- Proficient in Microsoft Excel and google sheets,
- Understanding of Quickbooks and basic bookkeeping including fund accounting preferred.

Job Benefits

Salary:

$55,000 – $60,000. Fully paid health insurance, three weeks of vacation, 10 sick and personal days, 14 paid holidays.