



## Administrative Assistant

- Austin, TX, USA
- Full-time

## Company Description

JDRF is the leading global organization focused on type 1 diabetes (T1D) research. JDRF's goal is to progressively remove the impact of T1D from people's lives until we achieve a world without T1D. JDRF collaborates with a wide spectrum of partners and is the only organization with the scientific resources, policy influence and a working plan to bring life-changing therapies from the lab to the community. As the largest charitable supporter of T1D research, JDRF has invested nearly \$2B in research over the past 45 years and is sponsoring scientific research in 17 countries worldwide. For more information, please visit <http://www.jdrf.org>.

As a JDRF team member, you can look forward to interesting and challenging work, building strong relationships with fellow staff and our network of volunteers, and having a meaningful impact on the lives of everyone affected by this devastating disease.

## Job Description

This position supports all office operations department activities as assigned by the Executive Director.

## General Responsibilities:

- Supports all Office Department activities as assigned by Executive Director. Works closely with Development Team and supports them as needed.
- Partners with the Outreach staff lead on the Bag of Hope program to send and track T1D bags and toolkits
- Completes data entry of financial and donor information within three databases (Luminate CRM/Salesforce, Greater Giving and Luminate Online) along with the operations team to ensure data is entered and reported in an accurate and timely manner
- Participates in other office operations team projects as needed
- Performs other administrative duties as assigned
- Participates in all JDRF events, including One Walk, One Dream Gala and TypeOneNation
- Partners with Executive Director on all Board meetings and Board communications

- Learns about JDRF, current diabetes information and research

### **Specific Responsibilities:**

- Matching Gifts and Workplace Giving Program
  - Responsible for managing, tracking and coding the incoming employer sponsored and employee matching gift(s) for data entry, data tracking and tax acknowledging for the various programs and events the gift is allocated for.
  - Responsible for managing, tracking and coding via smartsheets, the employer sponsored gift that is offered via an employee's payroll deduction.
- Gift Acknowledgement(s)
  - Maintains hyper awareness of IRS and Austin Chapter regulations regarding timely and accurate acknowledgement of gifts
  - Retains electronic files of letters and makes them available for yearly internal audit.
  - Prepares and responsible for annual Chapter audit.
- Outreach
  - Partners with Outreach staff lead on the Bag of Hope (BOH) program
  - Tracks and organizes all incoming request forms for both programs
  - Inventories and stores all BOH and T1D Kits for future shipments.
  - Prepares monthly reports and audits data entry
- Data Management
  - Follows Chapter Business Rules for data entry.
  - Enters all data promptly and in accordance with good money handling practices set down by the office. This includes but is not limited to details properly entered into the donor database. Data entry also includes receiving coded monetary donations and processing them for entry into Oracle and for deposit at bank.
  - Audits data entry on a daily basis to ensure accuracy.
  - Coordinates with management to develop and implement good data entry practices to ensure the accuracy of the database. Communicates with each department regularly to guarantee data entry needs are met in timely fashion.
  - Has good working knowledge of donor database software, and participates in revising rules or procedures with supervisor when necessary. Also is available to answer Chapter staff questions regarding donor records.
  - Has the ability to pull data from database in reports to audit entry mistakes as well as produce acknowledgement letters and respond to staff requests.

- Financial Support
  - Assists with financial data entry and other related tasks as necessary.
  - Participates in the daily process of logging all incoming checks and cash.

### **Qualifications**

- Associates degree or higher, or 3 plus years in a business office.
- Advanced Microsoft Word and Excel experience a must (fundraising software helpful).
- Donor database experience a plus (training available).
- Must be extremely detail oriented in all aspects of work.
- Must be able to work on multiple projects simultaneously.
- Must have good telephone skills.
- Clerical and writing skills helpful.
- Background in bookkeeping a plus.

### **Additional information**

If you'd like to join our team, please submit your resume and cover letter with salary requirements to JDRF by clicking the job URL <http://smrtr.io/32Thh>

JDRF is an Equal Opportunity Employer.