JOB ANNOUNCEMENT

Development/Marketing Administrative Assistant

REPORTS TO:

Executive Director – ARMC Foundation

SUMMARY:

The Development/Marketing Administrative Assistant (DAA) serves as the assistant to the Executive Director of the ARMC Foundation and supports the ARMC Marketing Department. The position requires independent judgement and individual action. Job responsibilities include areas such as board and volunteer communication, meeting arrangements and correspondence coordination including donor stewardship; Performs a variety of marketing support functions including promoting services, programs and activities of ARMC/ARMCF.

RESPONSIBILITIES:

• Coordinate Foundation Board meetings, campaign committees and other Board and staff meetings. Performs all follow-through required resulting from these meetings.
  o Assist in the preparation of meeting materials, such as, agendas, prospect lists, scripts, etc.
  o Take minutes at meetings, transcribe and distribute
• Schedule Executive Directors’ calendar, which includes travel arrangement, maintaining and processing expense reports, and organizing meeting materials.
  o Investigate problems and issues for the Executive Director and present recommendations
• Oversee maintenance of the central filing system, policies, personnel records, etc., assuring appropriate cross filing and maintain complete confidentiality
• Administer tickler date system, tracking deadlines, informing staff of action to be taken, charting progress and arranging meetings
• Plan, organize and implement one or two projects as assigned throughout the year
• Track attendance for meetings, special events, receptions and initiate telephone follow-up and confirmation
• Produce solicitations, invitations and other group mailings as needed in a timely and efficient manner
• Accurately and efficiently produce thank you letters as required for pledges and/or verbal commitments within 48 hours
• Provide direct relationship management externally- acts as a liaison to donors, prospects and volunteers, in the absence of a team member which requires current knowledge of promotions, etc.
• Reception coverage and back-up support to total staff group as required
• Perform general office support duties such as receiving and distributing mail, providing telephone backup, photocopying, filing, faxing, courier and mailings, securing office supplies
• Promote a collegial atmosphere within ARMC and ARMC Foundation.
• Assist Foundation and Marketing Department with event planning and direct outreach activities designed to promote the county. Maintain an annual calendar of events and activities
• Support department staff on marketing program/projects; may manage project implementation including evaluation of needs, develop plans to support projects
  o Collaborate with department staff on department website and social media and updates content as needed
  o Confer with department staff in planning new ads, collateral and direct marketing campaigns to support marketing objectives
• Other duties as assigned; some weekend and evening work are occasionally required

**Minimum Requirements:**

• Associates Degree Required, Bachelor’s Degree preferred.
• Administrative assistant/ executive secretary skills are essential. Must be exceptional at the English language, spelling, grammar, and oral communications.
• Knowledge of Microsoft Office Suite: Text insertion, deletion, and editing functions of a word processing system. Other software skills and knowledge may be required, such as spreadsheet and data base programs; Proficient skills in mail merge letter production.
• Knowledge of donor data base program Kindful and/or Eventbrite preferred.
• Possess the high standard of ethics as accepted by the Association of Hospital Philanthropy (AHP).
Job Details:

Position Title: Development/Marketing Administrative Assistant  
Location: Colton, CA  
Duration: full-time  
Salary Range (Start): $22 per hour  
Benefits: PTO, Sick Time, IRA Matching Contributions  

Application Deadline:

You are encouraged to apply by May 15, 2017, however the position will remain open until filled.

Application Process:

Please submit a cover letter and a resume to Zachary Tucker, MPS, CFRE, Executive Director via e-mail to TuckerZach@armc.sbcounty.gov. Please reference job title in the subject line and ensure contact name, phone number and e-mail are provided.

Organizational Background:

The ARMC Foundation believes that having a regional healthcare resource that focuses on serving the community by providing the best in care to patients is worthy of support by individuals, corporations and foundations. As such, the Foundation was created in 1977 as a 501(c)3 nonprofit organization to support the equipment, clinical programs, wellness education programs and graduate medical education programs of Arrowhead Regional Medical Center.