



Administrative Assistant

OBJECTIVE: Provide administrative and general support to Capital Roots' Development and Operations departments.

QUALIFICATIONS:

- Excellent communication skills, both verbal and written
- Demonstrated time management, project management, organizational skills
- Meticulous, shows extreme care about minute details
- Must be flexible and comfortable interacting with various constituencies, including but not limited to donors, volunteers, board member and community members
- Must possess excellent computer skills - Microsoft Office applications and web.
- Proficiency with donor database systems, such as NeonCRM, a plus
- Demonstrated ability to work independently in a fast paced environment, meeting multiple deadlines with accuracy and attention to detail
- Successful candidate must possess a genuine interest in the mission of Capital Roots

RESPONSIBILITIES INCLUDE:

- Coordinate the ordering of office and program supplies for the organization
- Manage the organizations inventory of general supplies and mailing supplies
- Receive and organize mail to create a daily receipts log of incoming donations and customer payments
- Follow the organization's stewardship policy, including preparing all gift acknowledgements
- Maintain and build the Capital Roots donor database by performing gift entry and updates of donor and sponsor records
- Preparing fundraising mailings that includes pulling accurate mailing lists from the database
- Coordinate with the Volunteer Coordinator to ensure volunteer availability to assist with mailings
- Track outstanding pledges for all fundraising campaigns
- Compile accurate donor lists for publications and collateral
- Prepare donor reports such as online donations, matching gifts and workplace giving reports, special events and appeals
- Coordinate and grow the Community Donation Jar campaign, includes recruiting sites, and collecting, processing, and recording all jar donations
- Coordinating the CLYNK campaign to increase participation
- Oversee the organizations fleet of vehicles including monthly maintenance and mileage logs
- Must participate in Capital Roots events, staff meetings, and perform other duties as needed
- Collaborate across the Development team and Capital Roots' entire organization to provide support, build resiliency, knowledge, and company culture
- Other duties as assigned by Chief Development Officer, the Chief Operations Officer and CEO

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SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid hourly (\$15.65/hour) at an annual rate of approximately \$32,500 per year, in a flexible work environment. Excellent benefits including monthly medical and dental insurance premiums paid by Capital Roots upon hire - an indirect compensation benefit of ~\$9,300. In addition to generous vacation time, we observe 11 paid holidays – including four floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan and are eligible for the Public Student Loan Forgiveness program.

ABOUT CAPITAL ROOTS: Capital Roots is striving to create a more vibrant and equitable food system in New York’s Capital Region. We work to reduce the impact of poor nutrition on public health in New York’s Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all in support of a robust region food system. To learn more about Capital Roots, go to www.capitalroots.org.

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We encourage all qualified candidates to apply. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds and lived experiences.

Send cover letter and resume (no calls please) to:

Laurie Miedema, Chief Development Officer

Capital Roots | 594 River Street | Troy NY 12180 | email: developmentofficer@capitalroots.org