

Administrative Assistant – Main Office (Part-time)

Position: Administrative Assistant (20-30 hours weekly) reports to the Head of School at Lansing Christian School.

Purpose/Overview: The Main Office Administrative Assistant supports members of the Administrative Leadership Team, including the Head of School, the Director of Development, and the Director of Business and Finance. This vital position assists in organizing meeting materials for the Board of Trustees and the Foundation Board meetings; state compliance reporting and record-keeping; event planning; donor correspondence; tracking fundraising data via various software systems within the Development office.

Success in this Role:

- Demonstrates proficiency in using office software systems (Blackbaud/Raiser's Edge, Excel, Word, Google Docs).
- Adapts to new software systems through online tutorials and training.
- Upholds a high level of confidentiality, integrity, and loyalty to LCS and its mission.
- Maintains organized records and assists colleagues in maintaining organization.
- Communicates effectively with donors and the broader community.
- Completes assigned tasks promptly, independently, and accurately.
- Streamlines systems and processes for improved efficiency and accuracy.

Responsibilities:

- Provide general administrative support.
- Maintain accurate records of donations, contributions, and fundraising results.
- Ensure timely receipt and acknowledgment of donors and donations.
- Keep the donor database accurate and up-to-date.
- Coordinate volunteers as needed.
- Organize meeting materials for the Board of Trustees and the Foundation Board meetings.
- Other duties as assigned.

Duties and Tasks:

- Enter contribution and donation data into development tracking software (Blackbaud/Raiser's Edge).
- Continuously update, clean, and correct the development database based on new information and families.
- Generate and publish contribution reports as required.
- Prepare acknowledgment letters upon receipt of contributions and year-end receipts for donations.

- Assist with project coordination for fundraisers and events.
- Manage auxiliary software for events, auctions, fundraisers, and credit card donations (OneCause).
- Manage mass mailings and other general correspondence from the development office.

Professional Qualifications:

- Two to four-year degree from a college or university.
- Proficiency in information technology related to accounting and database software (Excel, Blackbaud).