



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
441 W Michigan St.
Indianapolis, IN, 46202

Tel: (317) 634-7546

girlsinc.org

Girls Incorporated® JOB DESCRIPTION

POSITION: Special Events Assistant

REPORTS TO: Director of Special Events

LOCATION: New York Headquarters

Background: Girls Inc. inspires all girls to be strong, smart, and bold through life-changing programs and experiences that help girls navigate gender, economic, and social barriers. Research-based curricula, delivered by trained, mentoring professionals in a positive all-girl environment equip girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math. The network of local Girls Inc. nonprofit organizations serves 138,000 girls ages 6 - 18 annually across the United States and Canada.

Summary: Provides general administrative and fundraising support to Special Events department, and assists with the effective and efficient operation of the Development department.

RESPONSIBILITIES:

Events

Serve as assistant for all events. Duties including; but not limited to:

- Create and implement events task calendar, and manage related work
- Create and manage task calendar for Marketing & Communications department's work in support of events, and serve as liaison between the departments
- Coordinate the production and mailing of all event-related correspondence, including solicitation letters and invitations
- Oversee development and production of invitation package and event journal
- Manage all day-of event logistics, including but not limited to: event set up, implementation of seating plan, guest registration
- Coordinate donor correspondence including acknowledgments and stewardship mailings; respond to donor correspondence and inquiries in timely manner
- Monitor and update fundraising database with donor data; ensures that donor records are accurate and up-to-date
- Prepare financial reports from fundraising database, reconciling with finance department
- Continually research and identify existing and new prospects
- Provide administrative support
- Participate as a member of the Special Events team, and maintain open communication channels and strong working relationships

- with other Girls Inc. departments
- Accept additional responsibilities as necessary to support the effective functioning of the Development Department and achievement of annual income goals
- Assist in creation and management of cultivation materials and mailings
- Assist with preparation for donor and prospect meetings

Qualifications:

- BA required
- One to three years' professional experience; fundraising experience preferred
- Keen attention to detail imperative
- Self-starter with extraordinary organizational skills, the ability to prioritize and manage projects independently
- Responsible, flexible, and energetic team player, with the ability to adapt to various working styles
- Ability to effectively complete tasks in a fast paced environment
- Excellent verbal and written communication skills, including the ability to compose, edit, and proof correspondence and documents required
- Excellent computer skills, including the Microsoft Office Suite; knowledge of Salesforce preferred
- Ability to work evening hours as needed, and travel once a year

Interested applicants may apply by submitting a resume and cover including salary requirements by clicking on the link [here](#) no later than April 28, 2017. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.