



POSITION DESCRIPTION

655 Broad Street
Providence, RI 02907
p 401.274.6347
f 401.274.6562
www.rifreeclinic.org

TITLE: Executive Assistant & Donor Database Coordinator
STATUS: Full-time, Non-Exempt
REPORTS TO: CEO
DATE: April 2022

POSITION SUMMARY

Join our professional team and be part of an exceptional group of staff and volunteers improving the health and vitality of individuals and our state.

Reporting to the CEO, the *Executive Assistant & Donor Database Coordinator* supports the CEO and upholds the critical role of maintaining the Clinic's donor database to support donor relations and fundraising. S/he also supports the CEO and Senior Management Team with Board communications, vital projects, scheduling, fundraising activities, and other high-level administrative initiatives.

RESPONSIBILITIES

- Support CEO for fundraising, communications, projects, and all administrative activities
- Manage Donor Data Base – work with Senior Management Team on Clinic's DonorPerfect database to organize, maintain, and record accurate donor files for gifts, entries, and acknowledgements
- Perform administrative duties including Board scheduling, communications and administration
- Handle departmental mailings and communications, including Constant Contact and e-news
- Collaborate with Senior Management Team for consistent messaging to individuals, corporations, and foundations
- Provide support for projects, communications, and all donor-related activities
- Coordinate fundraising with Event Committee for Annual Event and with other tasks
- Work with Finance department on fundraising activities to process electronic donations and registration fees made to support organization and events
- Manage inventory of stationery items for cultivation, stewardship, and donor acquisition
- Perform other related duties as assigned

QUALIFICATIONS

- Minimum of five years of administrative experience, preferably in a fundraising, development, or advancement office
- BA preferred or equivalent experience

- High proficiency in Microsoft Office (Word; Excel; PowerPoint).
- Attention to detail, follow-up, and timeliness in a fast-paced environment
- Ability to handle multiple priorities at one time with accuracy
- Excellent written communication and interpersonal skills using tact, patience and courtesy
- Computer proficient with working knowledge of database software (DonorPerfect preferred)
- Quickly able to learn new projects and procedures and prepare required reports
- Familiarity with publishing software a plus
- Self-starter and self-motivated
- Establish and maintain cooperative and effective working relationships with others
- Commitment to the Clinic's mission, volunteer model, and spirit of community service
- If you don't fit all these qualifications, education, or experience, but believe you're still a great fit, feel free to apply and tell us why in your cover letter.

BENEFITS

- Salary \$40,000-\$50,000 depending on experience
- Working with an exceptional team of staff and volunteers
- Health & Dental insurance
- Generous paid time off including vacation, sick, personal, and 10 paid holidays
- 403 (b) retirement plan, and Board-approved % match
- Flexible Spending Account

ORGANIZATION DESCRIPTION

Rhode Island Free Clinic (www.rifreeclinic.org) is a nationally recognized, award-winning free clinic in Providence that provides free comprehensive primary health care to uninsured, working poor, and low-income Rhode Island adults. It also serves as an educational site for trainees in health care fields.

Care is provided through a dynamic statewide network of volunteer medical professionals working with academic, medical, and community partners, leveraging robust health care resources with a vitality that is unmatched in Rhode Island and remarkable in the nation. In 2021, the Clinic mobilized over 500 volunteers and community partners to provide over 14,000 patient visits to vulnerable adults, and over 5,000 hours of training for students in health care fields.

TO APPLY:

Please email **RESUME** and **COVER LETTER** to: info@rifreeclinic.org

No calls please.