

Development Assistant

Established in 2003, **The LifeFlight Foundation** is the philanthropic and public relations arm of **LifeFlight of Maine**. The Foundation is a small, independent, non-profit organization with a large statewide mission to assure the availability of a state-of-the-art critical care air medical transport system for all of Maine with a special emphasis on increasing access to specialty care for rural communities.

The Foundation's mission is to develop the resources necessary to support LifeFlight of Maine, including capital funding for aircraft, medical equipment, and aviation infrastructure, as well as operational funding for an extensive offering of educational outreach and research programs.

Reporting to the Director of Development, the Development Administrative Assistant works with a small and collaborative, high-performing development team located in Camden, ME. The primary responsibility is to support fundraising and other development projects.

The development program is fast paced and seasonally very intense. This full-time (M-F) position requires regular attendance, the ability to manage time wisely and prioritize competing tasks, high performing customer relations, willingness to be flexible, receptive to multiple requests reasonably assigned by the Development Director and other foundation staff, with the knowledge that processes are subject to change per organizational growth.

Position Summary:

The Development Administrative Assistant works independently and is primarily responsible for providing administrative support to the Director of Development and other foundation staff, and to act as the front line and face of the Foundation. Duties include: greeting the public; answering and directing telephone inquiries; development projects; meeting preparation and scheduling; mailings preparation; supporting gift entry and acknowledgement; constituent data entry; support for logistics and management of events and donor receptions; communications support for website inquiries and management of LifeFlight merchandise and crew gear, including management of online store sales.

Development Support:

- Maintain office calendar for events, mailings, meetings, vacations.
- Serve as office receptionist—welcome and directs visitors, answer phone and take messages.
- Schedule, attend and manage weekly staff meetings, take minutes and record action steps. Prepare for video and conference calling as needed.
- Communications assistance: Daily check of website inquiries forwarding to appropriate LifeFlight personnel, communicating and following up as needed.
- Retrieve and send USPS mail daily. Receive and sign for ground deliveries.
- Open all mail and prepare Development Associate for gift entry and processing.
- Update, add and maintain accurate constituent records in the database (Raiser's Edge).
- Summarize daily gifts and create deposit report for accounting department.

- Prepare notable gifts reports: create and distribute weekly report for staff following LFF guidelines.
- Assist the Development Associate with gift entry and acknowledgement; including writing personal thank you notes to donors.
- Handwrite some donor thank you notes according to LFF guidelines.
- Proof and offer editing suggestions as needed for written materials before going out to public.
- Along with all other staff, conduct light housekeeping and create order to maintain a professional and clean office environment. Gather office trash and recycling weekly for pickup.

Donor Relations:

- Provide primary administrative support to the Director of Development.
- Prepare and maintain up-to-date information packets.
- Schedule and prepare materials for meetings and donor visits for Director of Development and the Executive Director.
- Record in database essential correspondence and actions with donors and prospects.
- Field phone and email inquiries with professionalism and superior customer support.
- Prepare guest lists, nametags and some logistical elements for donor receptions.
- Data entry (event coding) of master guest lists following donor receptions.

Towns of Maine and Civic Groups Campaigns:

- Coordinate and implement the annual Towns campaign (runs fall through spring). Communicate with town managers and administrations, fill out applications as required, schedule presentations and prepare presentation info for LF personnel who will be appearing.
- Coordinate and implement the annual Civic Groups campaign (spring). Complete civic group applications upon request.

Islesboro Crossing and Donor Drive:

- Support Events Coordinator in months leading up to the August swim event with planning, communicating and logistics.
- Donor Drive – enter swim donations onto web-based platform and assist with DD reports and management.

Mailings:

- Perform mail merges and prepare solicitation mailings and other department mailings including event and reception invitations (occasionally hand-address envelopes).
- Post mailings and work with volunteers and staff to ensure mail is sent according to deadlines.
- Assist with preparing and stuffing of envelopes for appeals, receptions and other events.

Merchandise:

- Order, inventory, track sales and keep stocked merchandise such as pens, hats, clothing and coffee.
- Order, inventory and manage LifeFlight crew gear and distribute to bases as needed.
- Provide each LifeFlight of Maine base with merchandise supplies upon request.
- Ensure all merchandise sales (website and phone) orders are processed and shipped in a timely manner.
- Ensure merchandise description information and pictures are accurate and updated on website.

Candidate qualifications and profile:

- High school degree and 3-5 years working in an office setting. Higher education degree preferred.
- Development and fundraising experience is helpful. Raiser's Edge experience preferable.
- Friendly and personable team player with a positive, helpful attitude and strong work ethic.
- Ability to communicate effectively both in writing and verbally.
- Self-motivated, deadline-driven, detail-oriented, skilled at multi-tasking.
- Proficient computer skills including Microsoft Word, Outlook, Excel, and internet.
- High attention to detail and ability to proofread documents.
- Ability to lift and move 25 lbs. in supporting Foundation events and receiving and distribution of bulk mailings.

Work Environment:

The LifeFlight Foundation offices are located in Camden, Maine.

- Location – Indoor, climate controlled, office setting
- Clean, well-lighted quiet surroundings
- Extensive computer / phone use
- Close proximity to co-workers
- Minimal ambient noise levels
- Time sensitive service standards

Compensation:

A competitive salary and benefits package, commensurate with experience.

The Foundation is an equal opportunity employer with a primary office located in Camden, ME. Prior to employment a review of the candidate's record will be expected to provide verification of:

- Required US citizen or work permit documentation
- Excellent referrals from previous employers
- An excellent driving record
- Background check
- Examples of previous writing



Application:

Apply online at: northernlighthealth.org/careers

Or send cover letter and resume in confidence:

LifeFlight Foundation
Attention: Renee Johnson
PO Box 899
Camden, ME 04843

or: rljohnson@lifeflightmaine.org