

Healthy Waltham
Administrative and Development Coordinator
Job Description

Healthy Waltham is a community health organization that promotes healthy eating, active living opportunities, and mental wellness for the most vulnerable residents in Waltham -- including recent immigrants, low-income seniors and families with young children. HW's mission is to remove barriers to access, education and affordability, making healthy living more accessible to those who live and work in our community.

In response to the COVID-19 pandemic, the organization launched an emergency food pantry in April 2020. Since then, it has more than quadrupled the number of households it serves. As a result, the organization has grown in size and gained prominence in the local community and beyond. Healthy Waltham is now at a pivotal moment in its development, as it is working to strengthen its operations, in order to expand the organization. The Administrative and Development Coordinator will play a key role in that expansion.

Title: Administrative and Development Coordinator

Salary: \$25/hr max of 20 hours a week

Reports To: Executive Director

Duties and Responsibilities: The Administrative and Development Coordinator is the main staff member responsible for managing and executing an array of administrative duties that are central to the everyday workings of Healthy Waltham. These will include, but are not limited to:

Supporting all Administrative functions at Healthy Waltham:

- Schedule meetings for Executive Director and team.
- Purchase office supplies.
- Manage organizational voicemails and general in-box.
- Process and distribute mail; deposit checks.
- Play a key support role in helping to organize the Executive Director's work and processes, including filing, scanning, drafting correspondence, meeting preparation, responding to requests, etc. Recommend and implement systems and procedures for increased efficiency.
- Support Executive Director in her role with Board and Committee meetings, including mailings as well as any preparation and follow-up.
- Maintain Constant Contact mailing list and send mailings as directed. Handle day-to-day postings on social media and website.
- Manage and organize all filings and organizational documents.
- Attend at least one pantry or program per month.

Support Healthy Waltham's Fundraising/Development work:

- Lead staff member on managing donor database (Neon CRM):
 - Input all gifts, notations and actions into Neon CRM
 - Generate regularly scheduled reports as well as specific reports requested.

- o Assist others in learning database, creating Standard Operating Procedures for usage.
- o Liaise with database firm.
- o Update records as needed and instructed.
- Gift and Donation Processing:
 - o Collect and process checks and online contributions.
 - o Work with bookkeeper to create and carry out processes.
 - o Manage matching gift tracking and processing.
 - o Track and follow-up on gift pledges. Draft and send all gift acknowledgements in a timely manner.
- Grant support:
 - o Work with Executive Director and fundraising consultant to complete online applications and maintain the grants calendar.
 - o Maintain supporting documents needed for funders.
 - o Draft selected funding proposals and reports.
 - o Manage grant administration for Waltham Connections program.
- Track and carry out donor recognition benefits for corporations, foundations and individuals.
- Campaign and appeal support.
- Support the implementation of fundraising campaigns including year-end, major gift or recurring donor appeals.
- Support organizational events including fundraising and anniversary events.

Qualifications:

- At least 3 years' experience in administrative support work.
- Minimum of high school diploma or equivalent.
- Excellent interpersonal, written, and verbal communication skills.
- Proficiency with office technology and social media.
- Basic math abilities and an understanding of basic financial concepts.
- Strong problem-solving and task and time management skills.
- Meticulous and organized approach to administrative tasks.
- Professional and attentive communication style
- Experience with working with donor/CRM databases (preferred)

This position is currently remote with local Waltham activities and meetings, and will be primarily office based work once the office reopens.

We welcome applications from people from all underrepresented groups, including (but not limited to) people of any gender, age, or religion, members of the LGBTQIA2+ community, BIPOC and other underrepresented races and nationalities, people with disabilities, veterans, and anyone who may contribute to the further diversification of Healthy Waltham.

To apply please submit your resume and cover letter to Myriam Michel:
myriam@healthy-waltham.org

Please be prepared to provide three references.