

JOB DESCRIPTION

Position Title	Department	Reports to
CSEI Communications & Development Assistant 2A; hourly, \$24.28-\$27.05	Special Programs	Director of Special Programs
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time 32 Hours Per Week	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	05-2025

POSITION SUMMARY

Under the supervision of the Director of Special Programs, this position supports the Executive Director to ensure efficient operation of the office and is responsible for supporting the fundraising and communication efforts for the ECIA nonprofit subsidiary, Community Solutions of Eastern Iowa (CSEI). This role involves tasks related to organization, communication, and fundraising, such as coordinate meetings, assist with the cultivation, solicitation, and stewardship of donors, manage donor data, coordinate fundraising appeals, create communication materials, grant packages, and coordinate events, all with an aim to raise awareness and promote the organization's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Executive Director (ED) to implement policies, procedures, and strategies of ECIA.
- Monitor public meeting agendas to alert the ED of relevant topics that require agency attention and representation.
- Helps to establish and maintain strong and effective relationships with ECIA's and CSEI's constituents, especially the Board of Directors, current donors, and partners.
- Prepare agenda, attend, take and publish all required minutes for ECIA Executive Council, ECIA Board of Directors, and the CSEI Board of Directors meetings held every other month.
- Coordinates meeting set-up; contact board members to obtain quorum; arrange and order catering; organize meeting room, etc. for ECIA Executive Council, ECIA Board of Directors, and the CSEI Board meetings held every other month.
- Help develop and implement CSEI communication strategies, create content for websites, social media, and other channels, and manage email campaigns.
- Create, design, and deliver quarterly CSEI newsletters and annual reports.
- Assist with the plan and execution of fundraising events, including logistics, marketing, and guest management.
- Provide Administrative Support to the ED and to CSEI, such as manage filing systems, type letters and reports, that include general texts, charts, forms, etc.
- Assist with grant research, application support, and administration to sustain and grow the CSEI mission and budget.
- Responsible for handling confidential and time-sensitive material.
- Serve as occasional back up for front office administrative staff: answer the telephone and receive walk-in clientele.
- Performs related work as required.

QUALIFICATIONS:

Bachelor's degree in communications, philanthropy, or related field preferred and at least two years of experience is required. A combination of education and experience could be considered. Experience working for a nonprofit is preferred. Knowledge of practices and principles of grant writing and fundraising is preferred. Strong communication skills (written and verbal) are essential. Proficiency in Microsoft Office Suite and Google Sheets, Zoom, and Teams platforms are required. Experience with public meetings, fundraising cycles, and annual fund appeals are required. Familiarity with digital marketing and social media platforms are also required. Must have strong organizational skills and the ability to handle multiple tasks and priorities. Ability to maintain records and procedures. Ability to work independently and in a team environment; attend meetings both in and out of the office; occasional travel in the day and the evening and to attend events or training in other cities. Possess valid driver's license to operate a motor vehicle, a clean driving record, and be insurable under ECIA's insurance policies.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.