

**Job Description Associate Administrative Officer
Friends in Solidarity, Inc.**

Based at: 8737 Colesville Rd, Suite 610
Silver Spring, MD 20910
Tel: 734 731 3726

Position Responsible to: Chief Administrative Officer of Friends in Solidarity, Inc.

Date: March 2020

The Associate Administrative Officer is responsible for supporting the financial health and sustainability of the organization by overseeing grant writing, fundraising, and donor engagement. The Associate Administrative Officer is an organized, independent worker with excellent written, verbal, and interpersonal skills, proven success in acquiring grant funding, and supportive of the mission and vision of the organization. This position reports directly to the Chief Administrative Officer.

Responsibilities and Duties

- Research and find appropriate grants for funding identified projects and goals of the organization
- Assist with writing grant applications and reports
- Manage yearly the online grant calendar, keeping track of reporting and application deadlines
- Coordinate with the Associate Communications Director re: messaging and online fundraising via social media
- Manage donor relationships
- Identify and build relationships with potential new donors
- Send thank you letters to donors
- Meet with Chief Administrative Officer weekly to review and coordinate projects
- Other duties as needed for the good functioning of the office

Qualifications and Skills

Required

- Bachelor's Degree or higher
- Excellent written, verbal, and interpersonal communication skills
- At least 2-3 years' experience in fundraising and/or grant writing; *demonstrated success* in writing and receiving grant funding

- Familiarity with fundraising through social media platforms (Facebook, Twitter, MailChimp and Instagram)
- Independent and organized, able to manage projects and workload with minimal supervision
- Working knowledge of Microsoft 365 and Google Drive products and willingness to learn Bloomerang Fundraising Software

Preferred

- Interest in and commitment to the work of FIS and Solidarity with South Sudan
- Experience working with religious congregations
- Experience working with non-profit organizations
- International experience and willingness to travel domestically and internationally

** This position is open, at this time, to Catholic women and men religious.

Full-time position, Stipend negotiable

Please send resume to Joan Mumaw IHM at jmumaw.solidarity@gmail.com by May, 2020