



Job Description: [Administrative Assistant for Fundraising and Events](#)

Hours: 25 - 40 Hours a week

This position will typically be 25 hours a week, but the individual in this position must be willing to work up to 40 hours a week as we prepare for 7 Walks throughout the country each year.

[Organization Overview](#)

Maddux Achilles Haggard was born on Feb. 4, 2005, with a condition called myotubular myopathy. It prevented him from breathing, swallowing or moving on his own. On the sixth day of his young life, his parents, Mike and Cheryl Haggard had to make the excruciating decision to take him off life support. Before they did, they called photographer Sandy Puc' to take black and white portraits of them cradling their son. Puc' photographed the couple with Maddux at the hospital before he was removed from life support and after – when he was free from the tubes and the wires that had sustained him.

Those tender photographs documenting Maddux's eternal connection with parents inspired Cheryl Haggard and Sandy Puc' to begin the nonprofit organization, Now I Lay Me Down to Sleep (NILMDTS). Since 2005, NILMDTS has provided tens of thousands of parents with free professional portraits of their baby. NILMDTS administers a network of over 1600 volunteer photographers in the United States and around the world.

[Overview of the Administrative Assistant for Fundraising and Events](#)

The Administrative Assistant for Fundraising and Events partners with the fundraising and event staff to execute administrative tasks related to fundraising, donations, events and the NILMDTS Remembrance Walk. This individual needs to be reliable, organized, and compassionate. This position is responsible for recruiting and coordinating office volunteers who will work to achieve the expectations for this position. The Administrative Assistant needs to have strong written and verbal communication skills as well as strong computer skills.

APPLY if you:

- Have a deep passion for the mission of NILMDTS to serve families and support our volunteers.
- Thrive working in a quick-paced, demanding and challenging, yet rewarding environment.
- Have a demonstrated history of taking initiative and being successful.
- Can think through processes to be more efficient and productive.
- Are flexible and can adapt to unique situations on a daily basis.
- Can complete tasks with little direction.
- Can remain approachable while handling multiple tasks with frequent interruptions.

[Specific Job Functions](#) (included but are not limited to)

Office Administration

- Operate and maintain a wide variety of office equipment including telephone system (programming, maintenance, repair, training), copier (programming, maintenance, repair, troubleshooting, training), printers, scanners, and computers.
- Track and order office supplies as it relates to fundraising and events.

Donations and Fundraising

- Validation of all online donations – updating records in the donor database.
- Manual input of all checks received.
- Import donations into the database from a number of giving platforms.
- Follow up with matching gifts, employer giving plans, and completion of online applications.
- Manage database records, remove duplicate records, update mailing information, etc.
- Coordinate completion of the Thank You note process.
- Export reports as needed.
- Assist with grant research, grant writing and reporting as necessary.

Team Support

- Provide *confidential* secretarial and administrative support to the CEO and staff and for special events, to include but not limited to: managing schedule/calendar, making travel arrangements, greeting and directing visitors, acting as point of contact for office deliveries and scheduled pickups, and dealing with administrative problems and inquiries as they arise.
- Act as Point of Contact for small fundraising events.

Remembrance Walk

- Provide support to Walk Manager
- Coordinate online Walk registration for Race Roster
- Inventory/order/ship initial and restock of walk supplies
- Walk Survey creation/finalization
- Order personalized incentives and parent communication
- Weekly tracking of the team fundraising and in memory gifts
- Weekly tracking of walk registrations/fundraising totals
- Daily monitoring of the main walk email
- Square account and hotspot preparation for walk events
- Update/maintain the Walk Master documents
- Volunteer recruitment listings
- Walk day of event reports
- Call-em-all campaign setup
- Reports for mailing of marketing materials
- Initial setup and organization of walk trello and google drive folders
- Other duties as assigned

Required Experience and Skills

This is an entry level position, however, the following skills and experience are desired:

- Exceptional verbal and written communication skills.
- Ability to create solutions to increase productivity and efficiency at the office.
- Ability to complete projects with little supervision.
- Ability to coordinate multiple tasks efficiently while meeting deadlines and objectives.
- Excellent time management skills and the ability to prioritize work.
- Strong critical thinking and organizational abilities.
- Strong ability to troubleshoot and solve problems.
- Ability to work independently and as a team member.
- Nonprofit experience in an administrative role is a plus.

Technology Experience

Technology is a critical component of our operations. We are looking for an individual with the following experience:

- Some experience with Google Drive including Documents and Forms.

- Trello Experience is helpful but not required
- Proficient in Microsoft Office Suite.
- Working knowledge of office equipment, like printers and fax machines.
- Experience working with Macintosh computers.

Essential Job Functions

- Must be willing to work occasional evenings and weekends.
- Ability to lift 25 pounds as it relates to shipping displays and other materials periodically.
- This is not a remote position and must work from the Colorado-based office.

To Apply

NO PHONE CALLS PLEASE!

By email: Please submit a cover letter and resume to employment@nilmdts.org

Please use: “**Administrative Assistant for Fundraising and Events**” as your subject line.

For More Information about Now I Lay Me Down to Sleep,
please visit our website <http://www.nowilaymedowntosleep.org>