

Administrative/Development Assistant (FT)

The Martin House is looking for a dynamic person to join the administrative team. If you are driven by learning and interested in working for an international attraction, this position is for you.

The administrative assistant is responsible for:

- **Maintaining confidential donor records**
- **Assisting with monthly solicitation letters and reconciliations**
- **Helping to grow Membership and Annual Fund programs**
- **Assisting with special events**
- **Assisting with grant applications**
- **Answering phones, assisting with tour reservations and general inquiries**
- **Supporting other departmental staff with administrative needs**
- **Assisting with other ad hoc projects and tasks**

The Martin House is a fast-paced environment. The ideal candidate will have a Bachelor's Degree or equivalent experience and proficiency with Microsoft Office, particularly word, excel and powerpoint. Knowledge of Donor Perfect software preferred. The preferred candidate must be detail oriented, organized, self-motivated and flexible and able to work well in a team setting. The candidate should possess excellent communication skills (both oral and written), exceptional customer service skills, and be able to complete multiple projects independently and effectively. The administrative assistant may need to work occasional evenings and weekends, particularly for special events.

The Martin House is an equal opportunity employer.

Please send your cover letter, resume and salary requirements to:

hr@martinhouse.org