

**DILLON INTERNATIONAL  
JOB DESCRIPTION**

**TITLE:** Administrative Assistant

**INCUMBENT:**

**DEPARTMENT:** Development

**REPORTS TO:** Director of Development

**SUPERVISES:** n/a

**STATUS:** NON-EXEMPT

**JOB TYPE:** 01

**EEO CODE:** 001

**WC CODE:** 8810

**AUTHOR:** Executive Director

---

**BASIC FUNCTION:** The Administrative Assistant is responsible for managing a portfolio of donors, assisting with events and performing a variety of clerical duties related to agency's post adoption reports.

---

*NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- \*1. Maintain the donor database, inputting donations and updating constituent information as needed.
- \*2. Assist with individual donor solicitations including end of year appeal mailing, and major donor campaigns.
- \*3. Assist in preparing reports to funders.
- \*4. Oversee and execute all thank you letters, including tax letters, in donor databases.
- \*5. Work with the Director of Development (DOD) in creating and implementing strategies for donor cultivation, solicitation, and closure.
- \*6. Assist in planning, executing and attending all Dillon special events.
- \*7. Process post adoption reports.
- \*8. Work the registration during Heritage Camps.
- \*9. Purchase all supplies and items for Dillon office.
- \*10. Assist the Executive Administrative Assistant with other administrative tasks.

- \*11. Seek out and obtain 12 continuing education hours each year as required by state licensing office and Hague.
- \*12. Accurately prepare and proofread letters, memos, spreadsheets and other correspondence.
- \*13. Attend staff meetings, in-service training and external meetings as required.
- \*14. Perform general office tasks as required.
- \*15. Review and accurately process mail and other correspondence.
- \*16. Complete accurate and timely documentation.
- \*17. Perform special assignments, projects, and other duties as required.

Numbers 1-10 are considered Primary Duties for this job.

\* Indicates essential functions of the job.

---

**POSITION EXPERIENCE & ABILITIES:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

---

1. Requires excellent organizational skills and excellent interpersonal, oral and written communication skills.
2. Requires proficient ability to speak, read and write English proficiently.
3. Requires ability to relate positively, influentially and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings.
4. Work deals mostly with areas such as preparing and reading data and figures, records, reports, visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
5. Requires ability to concentrate on fine detail with frequent interruption; ability to focus attention on tasks for 10-20 minutes at a time on a continuous basis, 20-60 minutes on occasion.
6. Requires ability to work under minimal supervision; exercise excellent professional judgment and maintain confidentiality.
7. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be at least age 21 to drive on behalf of the Company.
8. Requires respect of Christian principles.
9. Excellent computer software skills necessary to produce accurate documents and materials required.

10. Proficient working knowledge of donor development, fundraising and public relations laws and regulations governing agency and employees required.
11. Requires ability to walk, stand and sit, sometimes for prolonged periods of time. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds continuously to move objects. Sufficient good health to properly discharge duties required.

---

**POSITION CRITICAL SKILLS:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

---

1. Self management. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.
2. Communication. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure.
3. Willingness to Learn. Assimilate and apply new job-related information promptly.
4. Ethics & Integrity. Consistently earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. Includes meeting commitments and promises.

---

**POSITION CRITICAL BEHAVIORS:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

---

1. Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. Critical Thinking. The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action.
3. Self-Starter. Demonstrate initiative to act to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
4. Customer Service Orientation. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction.
5. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular
6. Thoroughness. The ability to balance an attention to detail with the cost and benefit of doing so.
7. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

---

*NOTE: Dillon International, Inc. complies with all the employment provisions of the Americans with Disabilities Act.*

---

The purpose of Dillon International's job description is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities.

**I acknowledge receipt of this job description.**

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

---

Employee Name

Date