

Position: Office Administrator

KinderMourn is a non-profit agency whose mission is to offer hope and support to grieving parents, children and teens after an unthinkable loss. The Office Administrator plays an important role in providing organizational support to ensure the efficient operation of the agency.

Responsibilities:

Family Contact

- Greets clients and visitors and provides a warm and supportive first impression of KinderMourn

Office Management

- Manages office supplies, mailings and errands
- Responsible for office equipment and managing relationships with vendors and service providers
- Helps maintain the KinderMourn Home

Clerical: Client Management

- Schedules and confirms client appointments
- Responsible for monthly attendance reports needed for documentation and billing
- Assists with data entry as requested by counseling staff

Clerical: Development Office

- Performs data entry and record management, ensuring accuracy and consistency
- Manages gift acknowledgments, ensuring timely and accurate recognition of gifts
- Creates reports/queries as needed to support development team. Shares regular and timely reports about giving trends and opportunities
- Responsible for bank deposits
- Works in conjunction with accountant to reconcile statements between donor and financial databases

Clerical: Bookkeeping/Accounting Support

- Processes client billing and payments received
- Posts client payments to accounts receivable
- Processes invoices as received
- Files paid invoices

Special Events and Volunteers

- Participates in the implementation of annual events: Hope Floats Duck Race, Tee Off for Hope Golf Classic, and Healing Hearts donor event
- Works with staff to develop and coordinate agency volunteers

Other

- Coordinates Board, Executive Committee and other leadership meetings and functions as requested
- Attends staff and other meetings as required

Knowledge, Skills & Abilities:

An ideal candidate has 3+ years of experience in the field, excellent spoken and written communication skills, Microsoft Office competency, along with RaisersEdge/Blackbaud or development CRM experience. Candidate should have a commitment to the highest standards of professionalism. Interest and knowledge of special event planning is a plus.

Attention to detail, excellent follow-through, and the ability to prioritize workflow is a must. Work schedule may occasionally include evenings and weekends. Must have own transportation, ability to climb stairs and lift parcels up to 25 pounds.

To Apply: Email a resume and description of why you are interested in working at KinderMourn to sarah@kindermourn.org