

## The San Diego River Park Foundation

**JOB DESCRIPTION: Administrative Associate**

**Reports to: CEO**

**12-20 hours per week with flexible schedule**

**Compensation: \$17 per hour with sick leave, paid time off and 401k**

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**OVERVIEW:** The San Diego River Park Foundation is an award 501c3 nonprofit organization working toward a better future for the San Diego River through advocacy, programs and engagement. This is a part-time position.

### **ESSENTIAL RESPONSIBILITIES:**

- Data entry of donations in web-based donor management system (DonorPerfect)
- Generate donation receipts, donor recognition and renewal reminders
- Process mail, petty cash, prepare and track annual filings and other administrative duties
- Process office supply orders
- Support Leadership Team

### **OTHER RESPONSIBILITIES:**

- Email and phone correspondence with donors related to donation processing
- Other duties as assigned
- Attend 6 Saturday morning board meetings, take meeting minutes and work with CEO and Board Secretary for creating, reviewing, finalizing, distributing and archiving documents.
- Assist other administrative staff as needed
- Assist philanthropy staff as needed

### **KNOWLEDGE & SKILLS REQUIRED:**

- Attention to detail and accuracy, very organized
- Strong communication skills
- Proficient computer (PC) and Microsoft Office skills required
- Passion for working at a non-profit, community-based organization
- Team Player and enjoy working in a busy office
- Knowledge of DonorPerfect or similar data base system preferred

**PHYSICAL REQUIREMENTS:** Must be able to lift 15 lbs.

**WORKING CONDITIONS:** This position requires working at our office. The office is currently with limited use due to the pandemic. The San Diego River Park Foundation office is within walking distance of Old Town Trolley Station located near Sea World Drive and Pacific Highway. This position works closely with our Bookkeeper. We anticipate this person being in the office 2 or 3 days per week.

To Apply: Submit email introducing yourself and a resume to [employment@sandiegoriver.org](mailto:employment@sandiegoriver.org)

Timing: The position will be filled as soon as a wonderful team member is found.