



## **Associate Full-Time Position (1.0 FTE)**

### **Position Summary**

The Associate works to support both Program and Development activities at ACT for Alexandria, the community foundation in Alexandria, Virginia. ACT amplifies the work of our community by bringing people and resources together. We envision a just, vibrant and equitable Alexandria where all people who live and work here thrive and feel like they belong. ACT supports giving, nonprofits, community voice and community well-being through its initiatives. We are seeking an Associate to join the ACT team!

### **Responsibilities:**

Primary duties will be providing administrative support for the Program and Development teams at ACT, as well as general support. Duties include:

#### **Database Management**

- Managing databases (Constant Contact, Foundant's C-Suite and GLM)
- Ensuring data hygiene through regular maintenance
- Data Entry
- Familiarity and proficiency with ACT's technology infrastructure -- Microsoft Office Suite: TEAMS, Sharepoint, Excel; CRM, Foundant Technology's CSuite and GLM

#### **Marketing**

- Website updates in WordPress
- Developing event invitations
- Maintaining updates to Constant Contact
- Drafting weekly copy for newsletters with distribution to Spring2ACTion participants, local nonprofits

#### **Event Logistics**

- Working with Development Officer to secure space for events
- Create a checklist for each event
  - Maintain vendor lists
  - Support vendor communications
  - Order items needed for events
  - Prepare materials for event meeting discussions
  - Event set up/Clean up
  - Post-event follow up
- Schedule and support any trainings for events, e.g., Spring2ACTion
- Support zoom logistics

#### **General Administrative Support**

- Schedule one-on-one meetings with donors, vendors, colleagues, etc.
- Provide Zoom logistics

- Answering phones, when needed
- Respond to general inquiries
- Other duties as assigned

### **Competencies:**

- 1 – 2 years relevant work experience, preferably within nonprofit, government, philanthropic and/or similar sectors.
- Ability to build relationships with partners across all sectors – including nonprofit, philanthropy, government and business.
- Possesses solid communication skills and strong writing skills with the ability to take in information and summarize key points and action items.
- Strong organizational skills, well disciplined, able to juggle multiple projects and priorities and meet deadlines in a fast-paced environment.
- Familiarity with survey design and email communication tools like Constant Contact and SurveyMonkey.
- Strong attention to detail and data entry skills.
- Critical thinking and analytical skills are essential.
- Ability to collaborate with a team and work independently.
- Experience using a client relationship management database (CRM).
- Knowledge of project management tools (Asana preferred).
- Possesses a “can do” attitude.
- Strong proficiency in Office 365 and Zoom.
- Bi-lingual in Spanish, Amharic or Arabic is preferred.
- Commitment to racial equity and social justice in alignment with ACT’s commitment.

### **Hours:**

40 hours a week.

### **Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment: computers, printers, and photocopiers. The Associate will be provided with the necessary tools to accomplish the job, including a quarterly cell phone stipend to offset the cost of their personal cell phone. This job requires in-office presence at least 3 days a week and the possibility of working remotely is available two days per week. ACT works in a co-working office space. The cost of parking is also reimbursable.

### **Benefits:**

Full-time employees are eligible for medical, vision and dental insurance; a health savings account (HSA) contribution, life and accidental death and dismemberment insurance, long-term and short-term disability insurance, workers’ compensation; and unemployment insurance. Employees also enjoy 12 Federal holidays and a flexible leave benefit which includes vacation, personal days and sick leave.

### **Position Type/Expected Hours of Work:**

This is a full-time salaried position, and general hours of work and days are Monday through Friday, 9:00 a.m. to 5 p.m. However, this position may require longer hours in alignment with program and development events including weekday evenings or weekends for which the employee’s schedule can be adapted.

**Travel:**

This position requires some local travel within Alexandria, Virginia.

**Structure:**

- The Associate will support the Chief Program Officer and Chief Development Officer and will work in partnership with the ACT Program and Development Teams. This position will report to the Development and Program Manager.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The salary range for this position is \$48,000 - \$52,000.

**AAP/EEO Statement:**

ACT for Alexandria provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACT for Alexandria complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ACT for Alexandria expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of ACT for Alexandria's employees to perform their job duties may result in discipline up to and including discharge.

**To apply, please submit a cover letter and resume to [sally.gardner@actforalexandria.org](mailto:sally.gardner@actforalexandria.org) and include "Associate" in the subject line. Applications will not be accepted without a cover letter.**