



**JOB DESCRIPTION:** Philanthropy/Campaign Assistant

**REPORTS TO:** Director of Philanthropy

**TYPE:** Part-time, 30 hours per week

**GENERAL SUMMARY:**

The Philanthropy/Campaign Assistant, reporting to the Director of Philanthropy, serves as administrative support for the campaign, assisting with all activities associated with the fundraising project. *In addition, this position will serve as the front desk receptionist for National Kidney Foundation of Arizona.*

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Write and/or generate all correspondence related to the campaign, including standard business letters and e-correspondence.
- Generate reminder notices and reminders; track attendance.
- Arrange for meeting spaces, refreshments, etc.
- Serve as a central communications coordinator between campaign leadership, NKF staff, and campaign consultants.
- Assist in ensuring that all donor recognitions are properly noted.
- Manage the front desk and serve as first point of contact for all incoming calls to the organization.
- Provide administrative support to the Director of Philanthropy as well as support to other areas of the organization, as directed.

**QUALIFICATIONS**

- Bachelor's Degree in a related field or equivalent experience; two or more years of experience in administrative support, preferably in the nonprofit sector.
- Proficient in Microsoft Office and donor database software, preferably Raiser's Edge.
- Outstanding oral and written skills.
- Ability to manage multiple priorities simultaneously.
- Ability to work in a fast-paced and changing environment.
- Excellent organizational and analytical skills, including attention to detail.
- Ability to interact comfortably with various types of people, including high-level volunteers and donors.
- Ability to work flexible hours, including some nights and weekends.
- Must have valid driver's license, own vehicle, and be able to travel; able to lift 20 pounds.

**OTHER EXPECTATIONS:**

- Understands the mission and values of NKF AZ.
- Respects and maintains confidentiality at all times.
- Works collaboratively with colleagues in a team environment.

**HOW TO APPLY:**

Please send resume and cover letter including salary requirements to Leslie McReynolds, Vice President of Administration, at [HR@azkidney.org](mailto:HR@azkidney.org).

Application deadline: Open until filled. The National Kidney Foundation of Arizona is an equal opportunity employer.