

## Roanoke Cultural Endowment

Roanoke Cultural Endowment is seeking a full-time Office Assistant. The full job description and position requirements are outlined below.

Candidates should submit a resume with cover letter and three references to Shaleen Powell, Executive Director, Roanoke Cultural Endowment, PO Box 22, Roanoke, VA 24002 or [shaleen@roanokeculturalendowment.org](mailto:shaleen@roanokeculturalendowment.org)

No phone calls, please.

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**Title:** Office Assistant, Full-time position  
**Reports to:** Executive Director  
**Posted:** September 1, 2023

### Position Summary

The Office Assistant will provide core support to the Executive Director. This position will play an integral role in the growth, maintenance, stewardship and cultivation of the Roanoke Cultural Endowment's donors through database management, mailings, planning and managing donor events, and assisting in continued relationship building. Additionally, the Office Assistant will ensure the timely and efficient operation of office administrative duties and assist in the organization's various program areas as needed for the Roanoke Cultural Endowment to carry out its mission.

### Operations Support:

- Primary contact for telephone and reception duties
- Order office supplies
- Manage Kindful CRM database tasks (data entry, reporting, communication records)
- Assist with Endowment's publications
- Handle incoming mail and gift processing
- Maintain gift records and financial documents
- Assist in board meeting preparations
- Other assigned duties

### Fundraising and Donor Stewardship:

- Schedule appointments with stakeholders
- Assist with donor communications and engagement
- Update donor records in Kindful
- Research prospects and news
- Manage social media and newsletter accounts
- Help plan and execute fundraising events
- Provide administrative support

**General Expectations:**

- Maintain confidentiality and professionalism
- Prioritize and meet deadlines
- Work collaboratively and independently
- Familiarity with office equipment and software
- Adhere to Endowment policies
- Attend occasional events
- Minimal travel, valid driver's license required

**Competencies**

- Advanced Excel and database skills
- Strong organization and multitasking ability
- Problem-solving in a team environment
- Interest in nonprofit sector

**Experience and Education**

- Bachelor's degree preferred
- Relevant work experience preferred

**Position Details:**

- Full-time, non-exempt
- Salary range: \$30,000 - \$34,000
- On-site at downtown office
- Flexible start date

We do not discriminate on the basis of race, color, national origin, religion, sex, gender, identity (including gender expression), sexual orientation, disability, age, marital/family/parental status, political beliefs, union involvement or any other condition or status protected under the law.