



Job Description

Job Title: Administrative Assistant

Reports to: President & Vice President of Board of Directors

Responsible to: Board of Directors

FLSA Status: Non-Exempt

Job Type: Part-Time (20 hours per week)

Location: Guthrie County, Iowa; remote/hybrid

Salary Range: \$18 - \$23 per hour (based upon experience)

Position Summary:

The Administrative Assistant plays a vital role in supporting the daily operations of the Tori's Angels Foundation. This position provides administrative and clerical support to ensure efficient office operations and helps the board carry out the organization's mission. The ideal candidate is highly organized, detail-oriented, and capable of managing multiple priorities in a fast-paced, mission-driven environment.

Key Responsibilities:

- Communications
 - Manage admin@torisangels.org email account
 - Timely responses to emails informing sender of next steps
 - Coordinate the management and tracking of communications
 - Coordinate with travel agency to manage family travel and payment
 - Manage and track the verification-of-diagnosis process
 - Consistent volunteer communication
 - Serve as central point of contact for board & family need
- Accounts Payable – Benefits Administration
 - Backup to bookkeeper for processing bills
 - Handle the mailing of payments
 - Serve as a back-up to volunteers handling accounts payable process
- Accounts Receivable – Donation Administration
 - Collect & track donations received from multiple sources
 - Enter donations into donor software
 - Make bank deposits
 - Produce & mail thank you letters to donors
 - Process letters to families notifying of memorial donations
 - Support accountant in distribution of year-end statements to donors

- Fundraising - Events
 - Support set-up, administration, communications, & public relations
 - Coordinate all printed materials needed for event execution: programs, signs
 - Coordinate location leases
 - Coordinate insurance needs
 - Coordinate acquisition of required permits and licenses
 - Manage Ready, Set, Auction event software
 - Track donated items, provide receipt, and thank you
 - Track auction-purchased items and thank you letter/receipt
 - Participate in Fundraising Committee meetings as appropriate
 - Other duties as assigned by Fundraising Committee

- Fundraising - Family Led Fundraisers
 - Assist in developing a “tool kit” or checklist for family-led fundraisers
 - Contact family volunteers identified on the application and assist in the coordination of a fundraiser
 - Provide on-going support for family led fundraising events

- Other Responsibilities:
 - Marketing
 - Website content management
 - Public Relations outreach to radio, television, and newspaper
 - Manage the process for creation, collection of content, and distribution of e-newsletter
 - Serve as a back-up for Facebook posting and administration
 - Provide general support to the Board of Directors in the form of communications, documentation, managing processes, and creating efficiencies

Qualifications:

- High school diploma or equivalent required; associate or bachelor's degree preferred
- At least 1–2 years of administrative or office experience (nonprofit experience a plus)
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams) and Google Workspace
- Familiarity with database, CRM, DonorPerfect a plus
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and deadlines with minimal supervision
- Professional demeanor and a commitment to the mission of Tori's Angels Foundation

Working Conditions:

- Primarily office-based (potentially remote or hybrid office, plus on-site for events)
- Occasional evening or weekend hours may be required for events or meetings
- Must be able to sit, stand, and lift up to 20 pounds as needed
- Flexibility is needed as this is a new and evolving position

To Apply: Submit cover letter and resume to admin@torisangels.org.