



Full-time Administrative Assistant, March for Life Education & Defense Fund

The March for Life Education and Defense Fund is a small non-profit organization that coordinates the world's largest annual pro-life event and civil protest. The organization is uniquely positioned to positively impact culture through the annual March, as well as other educational campaigns and activities throughout the year. The organization is currently seeking to hire an Administrative Assistant. The position will report to the Director of Operations of the March for Life Education and Defense Fund.

As Administrative Assistant, you will provide functional support to accounting, development, event planning, and administration. The Administrative Assistant, who often serves as first point of contact for inquires from the public, is an integral part of the March for Life team and assists with effectively carrying out the daily operations of our Washington, D.C. office.

Responsibilities:

- Handle all bookkeeping: process invoices and payments, record deposits.
- Assist with budget development and annual audit.
- Process donations and maintain donor records; create and send donor acknowledgement letters.
- Support direct mail fundraising team by maintaining supporting documentation and communicating donor requests.
- Assist extensively in March for Life event planning and logistical coordination.
- Create and monitor online event registration pages.
- Manage office phone and email communications.
- Maintain and order office supplies; receive and process mail.
- Help team members with various projects throughout the year.

Qualifications:

- Organized and detail-oriented nature.
- Education/Experience in accounting/finance is strongly preferred.
- General affinity for and experience with administrative duties.
- Experience with QuickBooks is strongly preferred.
- Experience with DonorPerfect is preferred.
- Willingness to learn.
- Desire to be a team-player in a pro-life organization.
- Passion for building a culture of life.

Please send cover letter, resume, names and contact information for references before September 14th, 2018 to andradelee@marchforlife.org or Andrea C. DeLee, March for Life, 1012 14th Street NW, Suite 300 Washington, D.C. 20005.