



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

The March for Life Education and Defense Fund is a 501(c)(3) non-profit organization that coordinates the world's largest annual pro-life event and civil protest. Through the annual March in Washington, DC, marches in state capitals across the country, and through being the collective voice of Pro-Life marchers, on Capitol Hill, in the Media, and on social media every day of the year, the organization is uniquely positioned to build a culture of life. The organization is currently seeking to hire an Executive Assistant. This full-time in-person position includes benefits and will report to the Director of Development.

As Executive Assistant, you will work alongside the March for Life Executives, namely, President and Director of Development, to provide functional support, ensuring that the March for Life's goals and objectives are met through consistent and smooth support of the organization's leadership. Your primary responsibilities are to manage the President's schedule, speaking and meeting requests, and to oversee development activities including donation processing, donor acknowledgment, and a range of fundraising events.

Responsibilities include, but are not limited to:

- Coordinate and manage scheduling and communications for March for Life President including agendas, mail, email, calls, travel arrangements, speaking arrangements, and other logistics as they arise.
- Serve as the point of contact for President by taking calls and emails and managing internal and external requests.
- Manage the intake and processing of all donations including checks, direct mail gifts through our direct mail caging company, online donation forms, and additional modes of giving.
- Routinely maintain data integrity of all donations and donor records in our database, Salesforce, by updating and cleaning data as required and requested. This duty is assisted by a data intern.
- Prepare and send timely acknowledgments for all donations and events of March for Life Education and Defense Fund and March for Life Action.
- Manage small virtual and in-person fundraising events for March for Life Education and Defense Fund and March for Life Action including but not limited to:
 - Coordinating invites and logistics for speakers and special guests.
 - Creating and sustaining event registration pages or alternate modes of event registration.
 - Preparing and sending invitations including drafting invitation letters, list of invitees, etc.
 - Managing event attendees in Salesforce from start to finish for data integrity and reporting on demand.
 - Managing all event payments and donations and following up on any unpaid invoices.
 - Providing reports on all aspects of the event including donations, payments, and registrants to key stakeholders.
 - Acknowledge event attendees, speakers, and special guests after the event.
- Perform other additional or alternative duties as assigned from time to time, including supporting other departments or Executives as required.



Qualification Requirements:

- 1-3 years of administrative and/or development experience in supporting a senior executive or team preferred.
- General affinity for and experience with administrative duties.
- Exemplary organization and time management skills.
- Excellent verbal and written communication skills.
- Experience with Salesforce or other Customer Relationship Management technology preferred
- Accurate, precise, and orderly data management skills. Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel). Experience with Salesforce is strongly preferred.
- Passion for building a culture of life.

Please send a cover letter, resume, and the names and contact information for (2) references by **April 22nd, 2022** to MargaretYoungblood@marchforlife.org