

Ryan Banks Academy

Administrative Assistant Job Description

Reports to: Ryan Banks Academy CEO

Mission:

Ryan Banks Academy opened its doors in September 2018 and is currently operating as a day school with the goal of soon becoming Chicago's first urban and tuition-free boarding school. RBA propels students from all socioeconomic backgrounds into the next generation of leaders, thinkers and world-changers. Agile, learning-based and committed, RBA meets students and families where they are with the investment required to help each student thrive.

Purpose:

To support day-to-day operations of a small non-profit organization.

Status:

Non-exempt position, 20 hours per week.

Essential Functions:

1) Administrative Support

This position is responsible for providing general administrative support as needed, including but not limited to:

- Perform basic bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, regularly checking RBA's PO Box, running financial reports, assisting with annual audit, etc.
- Maintain organizational files and documents
- Coordinate with RBA's legal and accounting departments
- Coordinate payroll and insurance coverage for staff and the organization
- Manage donor database
- Perform general administrative support including managing any volunteers/internships

2) Communications

- Coordinate email outreach and scheduling of appointments for CEO
- Assist with electronic newsletters
- Coordinate website updates
- Assist with donor communications, including appeals, thank you letters, and sending tax receipts
- Mailing copies of CEO's book to donor prospects
- Coordinate bulk mailings
- Assemble donor packets
- Maintain organizational archives

- Create and send contribution pledge invoices
- Outreach to corporations, schools, and nonprofits to pitch CEO's book/speaking opportunities
- Interface with various other team members on behalf of the CEO to ensure the programs and initiatives are completed within time and budget requirements

3) *Miscellaneous*

- Assist with special events and fundraising campaigns
- Assist with legislative outreach and research
- Research and create profiles for donor prospects, foundations, and corporations
- Take project management responsibility on assorted projects
- Oversee RBA's foundation grant submission process and adhere to deadlines, including support with writing grant proposals
- Miscellaneous administrative duties such as ensuring RBA is filing all necessary city, state, and federal paperwork such as IDES, etc.
- Editing marketing materials
- Ordering and coordinating items to be printed
- Take on additional tasks as directed by the CEO

Qualifications:

- Minimum two years related experience; nonprofit experience a plus
- Strong project management experience
- Grant writing experience preferred
- Experience with donor database
- Proficiency with email, spreadsheets, databases, and word processing
- Familiarity with Quickbooks a plus
- Ability to multitask and prioritize in a dynamic work environment
- Strong attention to detail and ability to work as a team member with minimal supervision in a virtual setting
- Excellent oral and written communication skills
- Excellent organizational skills and detail orientation
- Evidence of strong interpersonal skills
- Evidence of personal initiative and follow-through
- Strong research and data management skills
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment
- Interest in and commitment to Ryan Banks Academy's mission is essential

Ryan Banks Academy is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.