



ADMINISTRATIVE ASSISTANT VACANCY ANNOUNCEMENT

The National Breast Cancer Coalition (NBCC) is recruiting for an Administrative Assistant to support the efforts of its Development and Communications team. This is an exciting opportunity for a motivated and organized individual who is looking to expand their knowledge of development fundraising and communications.

BACKGROUND

Since 1991, NBCC has been at the vanguard of the breast cancer movement – elevating breast cancer to an issue of national significance, leveraging billions of federal dollars for research and care, and empowering tens of thousands of breast cancer survivors to become effective advocates for themselves, and for all those at risk of breast cancer.

POSITION SUMMARY

Reporting to the Chief Communications and Advancement Officer, the Administrative Assistant will perform general office duties, including mailings, managing fundraising inventory, stationery, and office supplies. The Administrative Assistant will assist the Development and Communications team with crafting and producing print and electronic mailings, reports, and publications for individual donors, corporations, and foundations. Coordinate productions with external vendors. Oversee all aspects of gift acknowledgements (forms, emails, and letters), maintain a tracking system to acknowledge major donors, corporate and foundations donations.

The successful candidate will possess a bachelor's degree in related field or equivalent work experience. Minimum of one year of work experience (or equivalent internship experience) in an office environment, preferably in development/fundraising department. Strong communication, attention to detail and organizational skills necessary. Proficiency in Microsoft Office 365, database programs: Convio and Raisers Edge experience a plus. Must possess ability to perform tasks with limited supervision and manage multiple priorities.

HOW TO APPLY

Email cover letter with resume and salary requirements to jobs@stopbreastcancer.org with "Administrative Assistant" in the subject line. No phone calls, please. NBCC is an equal opportunity employer that especially welcomes applications from breast cancer survivors, women, and people of color.

DISCLAIMER

This is a full-time permanent in-person position, located in Washington DC. However, due to the COVID-19 pandemic, all NBCC staff are currently working remotely for the foreseeable future. It is anticipated that staff will again be office based when it is safe to do so.