

Administration & Development Assistant

The Institute for Women's Policy Research is seeking an **Administration & Development Assistant** to provide assistance for its fundraising, finance, and administrative activities. The position is available immediately and will remain open until filled.

The Assistant will support the work of the Finance and Administration Department including serving as office equipment coordinator, and phone and computer administrator; liaison to our IT vendor for computer issues; and front desk coverage. Activities and responsibilities will include assistance with accounts payable and bank reconciliations; expense allocation entries; maintaining spreadsheets; organizing financial and personnel records; and benefit plan administration.

The Assistant will support the work of the Development Department including the membership/donor program and grant/contract solicitation and management. Activities and responsibilities will include assisting with the maintenance of the contact, donation, and grant/contract database (Salesforce.com platform); tracking of organizational outputs and outcomes (Excel workbooks); drafting of letters, assembling materials, and sending direct mail campaigns; sending gift acknowledgements; researching foundation, government, and other grant/contract opportunities; editing and proofing grant/contract proposals; editing and proofing grant/contract invoices and reports; communications to members and funders; and scheduling and facilitating meetings and events.

The Administration & Development Assistant reports to the Director of Finance and Administration and the Development Director.

Skills and Qualifications:

Candidates should have a Bachelor's degree, an interest in women's issues, previous office work experience and excellent computer skills. Experience using Quickbooks, Excel, and Salesforce.com are a plus. Candidates should also demonstrate keen attention to detail, excellent writing and interpersonal skills, and the ability to multi-task and juggle diverse projects and deadlines.

To Apply:

To apply for this position, please mail or email a cover letter, resume, two writing samples (2-5 pages each), and contact information for three references to: jobs@iwpr.org or Administration & Development Assistant Search, Institute for Women's Policy Research, 1200 18th Street NW, Suite 301, Washington, DC 20036. No phone calls please.

Salary:

Salary is commensurate with experience. Benefits include health insurance, matching retirement plan contributions, generous vacation, holidays, paid sick leave, a transportation subsidy, and tuition credits to candidates in select MA programs at the George Washington University.

IWPR is an equal opportunity employer. We consider applicants without regard for race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

About the Institute for Women's Policy Research

IWPR is an independent, non-profit, scientific research organization, with approximately fifteen staff members. Established in 1987, the Institute conducts research on policy issues of critical importance to women and their families, including employment and earnings, work/life issues, poverty and income security, and healthcare. In addition to conducting and disseminating research, IWPR works to build networks among researchers, policy makers, business and labor leaders, and advocates. IWPR's work is supported by foundation grants, government grants and contracts, donations from individuals, and contributions from organizations. IWPR is a 501(c)(3) tax-exempt organization. IWPR work in affiliation with the Public Policy and Women's Studies program at the George Washington University. For more information see www.iwpr.org.