



Florida Introduces Physical Activity and Nutrition to Youth

Position Title:	Development Administrative Assistant
Reports to	Director of Development
Department:	Business Development
Position Type:	Full-time, Non- Exempt

FLIPANY is a 501c (3) non-profit, community-based agency that serves to empower youth and adults through nutrition and physical activity programs while influencing policy changes for healthier communities. FLIPANY is proud to service the South Florida Community (Miami-Dade, Broward, and Palm Beach County). Our innovative programs fight childhood obesity and hunger by focusing on healthy food preparation, food security, physical education, and access to food.

Primary Responsibilities Fundraising and Cultivation Activities:

FLIPANY is seeking a Development Administrative Assistant, who will work directly with the Director of Business Development to coordinate all aspects of office operations, supporting development logistics and documentation, special projects, and performs general clerical duties to include but not limited to: photocopying, faxing, mail distribution, database entry and filing. Coordinates and maintains marketing materials for programming, manages FLIPANY development master calendar, sends letters to donors and potential donors, and inventory of development supplies. The Development Administrative Assistant reports to the Business Development Director and works closely with the President & CEO.

The ideal candidate is energetic, positive, and excited by new technologies, projects and challenges. To be successful, the candidate must be able to demonstrate the following skills and attributes:

- Experience working in coordinating special projects.
- Strong Excel and analytical skills are a must.
- Outstanding command of MS office suite (in addition to Excel, Word, PowerPoint, Outlook, salesforce)
- Impeccable communication skills, both written and verbal
- Professional, helpful demeanor, experience with confidential information
- Detail oriented, organized, and a quick learner
- Excellent follow through
- Highly dependable
- Strong sense of ownership for assigned responsibilities.
- Excellent references from prior supervisors required

Qualifications needed:

- Associate's Degree
- Exceptional oral and written communication skills and strong attention to detail
- Ability to prioritize among competing goals to execute on tight deadlines
- Savvy with Microsoft Office (Word, Excel, PowerPoint) as well as online email and website platforms
- Written evidence of Covid-19 immunization from an authorized healthcare provider. (Ex. proof of vaccination card)



Preferred:

- Experience and proven success working in CEO's and Senior Management.
- Well versed in current and online marketing techniques and best practices.
- High level of proficiency in Microsoft Office applications (Word, PowerPoint, Excel). Adobe Creative Cloud, Illustrator, Photo Shop, Adobe InDesign and Apple Desktop.

Operations, Infrastructure, and Other Roles:

- Manages data entry and development of our donor database (salesforce), email distribution (Constant Contact), and website
- Mission and values driven with a strong commitment to health equity.
- Open to and appreciative of feedback, responsive to direction and coaching
- Capable communicator with an astute eye for written and visual communication in particular (design or marketing experience, including ability to use design software a plus)
- Enthusiastic self-starter operating with sustained energy and showing great initiative
- Positive disposition and if not funny, at least good humored
- Flexible schedule outside of typical working hours, with the ability and willingness to work occasional nights or weekends as necessary
- Ability to provide own car, insurance, and valid driver's license.

Application Process and Other Details Limitations and Disclaimer:

The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position.

Timeline: Position will remain open until filled, though we expect to have our new Development Administrative Assistant in place before the end of April. Applications will be reviewed and candidates considered on a rolling basis. A mutually agreed upon start date will be determined at the time of hire.

Confidential Application Process: Email your resume and cover letter summarizing your interest, fit with qualifications, and experience to Angie Rodriguez at arodriguez@flipany.org with Development Administrative Assistant Position in the subject line. Please no phone inquiries; we will contact you should we want to move forward with a phone screening and/or interview.

Equal Opportunity Employer: Qualified applicants from all cultures and communities are encourage to apply.

FLIPANY reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

FLIPANY is a Drug Free Workplace and Equal Opportunity Employer