



Company: Prevent Blindness Wisconsin

Job Title: Office Assistant

Job Location: 731 N. Jackson Street, Suite 405, Milwaukee, WI 53202

Type of employment: Full-Time

Organization Overview: Founded in 1958, Prevent Blindness Wisconsin improves the lives of children, adults, and families through early detection of eye conditions to prevent blindness and preserve sight. On-going vision screening activities and state-wide public health education lead to a lifetime of healthy vision. Our vision is for each Wisconsin resident to have healthy vision at every stage of life.

Position Summary

The Office Assistant plays a crucial role in helping us to fulfil our vision for each Wisconsin resident to have healthy vision at every stage of life. The position requires a commitment to our vision health mission, excellent organizational skills. This full-time position is based at the Prevent Blindness Wisconsin office in downtown Milwaukee and reports to the DO.

Key Job Responsibilities

Office

- Work with Development staff to thank donors for monetary and in-kind donations
- Assist with scheduling Board and Committee meetings
- Attend Board meetings and record meeting minutes
- Assist the Director of Operations with the Month End process
- Coordinate grassroots fundraising events and assist staff with scheduling new events
- Assist Development staff with outreach for corporate engagement
- Coordinate the monthly FY-EYE newsletter
- Work with Director of Community Health to compile Annual Report materials
- Assist Development and Program staff with mailings to donors and partners
- Database maintenance (Donor Perfect and Salesforce)
- Coordinate agency mailings and other office work
- Assist with telephone and direct phone calls to the appropriate party
- Assist with photocopying, meeting preparation, and other general office tasks
- Maintenance of office equipment including copier, mail meter, etc.
- Maintain office supply with Office Depot, Amazon, etc.
- Process and create acknowledgement of donations received, coordinate correspondence and meetings for the development department



- Manage and maintain the integrity of the Donor Perfect development database and take the lead of ensuring quality control, consistent data entry procedures and optimizing the highest utility of database functionality
- Track all training payments and provide invoices when needed
- Reconcile gift data weekly, monthly, and annually with the Director of Operations
- Track and provide organizational support for donor-related meetings, cultivation, solicitation, stewardship efforts and results in the database

Events

- Support events by working with the CEO and DO.
- Successfully coordinate (to include all event preparation and post-event follow-up):
 - Swing for Sight
 - Annual Meeting
 - Ride for Sight
 - Eye Walk for Sight
 - Celebrity Waiters Dinner
 - Volunteer Recognition Luncheon
- Provide training, support and direction to office volunteers.
- Prepare corporate sponsorships and auction item requests
- Maintain up to date event databases.
- Coordinate the promotional materials, brochures and invitations for events.
- Manage the Special Event Committee through scheduling
- Take meeting notes

Qualifications:

- Associate or Bachelor's degree.
- Dedication to the Prevent Blindness Wisconsin mission.
- Resourceful and engaging self-starter.
- Highly organized with the ability to see the big picture, prioritize multiple tasks, follow through, and meet deadlines.
- Attention to detail.
- Excellent oral and written communication skills.
- Proficient in MS Office, social media, and web-based scheduling tools.
- Trustworthy, reliable, and flexible team player who can both work independently and support team programs.
- Driver's license, car insurance and reliable automobile. Ability to travel throughout the state and to work some nights and weekends as needed.
- A background check is required.