



LUBBOCK AREA UNITED WAY
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT

Job Title: Administrative Assistant
Department: Resource Development
Reports To: Director of Strategic Donor Engagement
FLSA Status: Non-Exempt
Prepared By: Brett Thigpen, Director of Strategic Donor Engagement
Prepared Date: May 21, 2025
Approved By: Brett Thigpen, Director of Strategic Donor Engagement
Approved Date: May 23, 2025

POSITION SUMMARY

The Administrative Assistant provides essential administrative and logistical support to the Resource Development department, with a primary focus on supporting the Director of Strategic Donor Engagement. This role is responsible for managing high-level communications, coordinating schedules, and assisting with departmental projects. The Administrative Assistant also collaborates with other department heads to ensure smooth execution of cross-functional initiatives. Additionally, this position manages the logistics of the Speakers' Bureau program, including scheduling speakers for campaign meetings and maintaining program communications and calendars. This role requires exceptional organizational skills, discretion, and the ability to communicate professionally with a wide range of internal and external stakeholders.

ESSENTIAL DUTIES & RESPONSIBILITIES are outlined below. Other duties may be assigned.

1. Administrative Support
 - a. Assist the senior leadership team in managing calendars, appointments, and email correspondence
 - b. Schedule and coordinate meetings, including preparing agendas, materials, and meeting notes
 - c. Maintain organized digital and physical filing systems for departmental documents and records
 - d. Draft, proofread, and format correspondence, reports, and presentations
2. Communication & Coordination
 - a. Serve as a primary point of contact for internal and external communications related to the Resource Development department
 - b. Respond to inquiries in a timely, professional, and courteous manner
 - c. Coordinate logistics for meetings, events, and volunteer activities, including room reservations, catering, and materials preparation

3. Project & Organizational Support
 - a. Provide logistical and administrative support for United Way programs and campaigns
 - b. Assist other department heads with project coordination and administrative tasks as needed
 - c. Track deadlines and deliverables for ongoing projects and ensure timely follow-up
4. Speakers' Bureau Management
 - a. Coordinate all logistics for the Speakers' Bureau program, in partnership with the Marketing & Communications department
 - b. Schedule and confirm speakers for campaign meetings and events
 - c. Maintain the Speakers' Bureau calendar and ensure timely communication with speakers and campaign coordinators
 - d. Provide support to speakers as needed
 - e. Track speaker engagements and gather feedback for continuous improvement
5. Data & Documentation
 - a. Maintain accurate records of communications, meetings, and project updates
 - b. Support data entry and reporting tasks related to campaign tracking and volunteer engagement
 - c. Ensure confidentiality and integrity of sensitive information

GENERAL EXPECTATIONS

- Demonstrate professionalism, discretion, and attention to detail
- Adapt to changing priorities and manage multiple tasks simultaneously
- Communicate clearly and effectively, both verbally and in writing
- Exhibit a proactive and solution-oriented approach to challenges
- Foster a collaborative and respectful work environment
- Seek opportunities for continuous improvement and professional development

SUPERVISORY RESPONSIBILITIES

This position does not have direct supervisory responsibilities.

QUALIFICATIONS

Required:

- High school diploma or GED
- 2-4 years of administrative experience in a professional setting
- Proficiency in Microsoft Office applications
- Strong organizational and time management skills

Preferred:

- Experience in a nonprofit or mission-driven environment
- Familiarity with project management tools and CRM systems

KEY COMPETENCIES

- Ability to manage calendar, emails, and schedules with accuracy and discretion
- Strong interpersonal skills and ability to interact with diverse stakeholders
- Excellent written and verbal communication skills
- High attention to detail and ability to maintain confidentiality
- Ability to prioritize tasks and meet deadlines in a fast-paced environment
- Team-oriented with a collaborative mindset

PHYSICAL DEMANDS & WORK ENVIRONMENT

- Standard office environment with extended periods of computer use
- Occasional lifting of materials up to 25 pounds
- Frequent communication via phone, email, and in-person meetings
- Fast-paced work environment with interruptions and shifting priorities
- Reasonable accommodations as defined by Title 1 of the Americans with Disabilities Act may be made to enable individuals with disabilities to perform essential duties

COMPENSATION & BENEFITS

Salary Range: \$30,000-35,000 annually

Benefits Include:

- Private health, dental, and vision insurance plan
- 403(b) thrift plan
- Paid time off
- 9 paid holidays per year
- 8 free counseling sessions per year

APPLICATION INFORMATION

To apply for this position, please email a cover letter and resume to Brett Thigpen at bthigpen@lubbockunitedway.org.