



The mission of the Jaxson William Augustus Swank Foundation is to perpetuate Jaxson's loving memory by nurturing selected individuals educationally, emotionally, and socially from preschool through higher education to achieve their greatest potential while developing strong moral character as future leaders through our Trilogy of Care.

Asst. Director of Administration & Development

Location: In-office, Mishawaka, IN, Monday through Friday
Compensation: Salaried (depending on experience)
Commitment: This is a full-time position that reports to the Executive Director.

Job Responsibilities:

- Administrative Support
 - Manage a variety of administrative duties, including filing, printing, scanning, copying, etc.
 - Receive, process, and organize incoming and outgoing mail
 - Coordinate meeting logistics
 - Capture meeting minutes
 - Manage, create, and update JWAS policy and procedure documents (JWAS in a Box)
 - Complete additional tasks as assigned by the Executive Director and/or Co-founders
- Development Support
 - Assist in the preparations, day-of, and post-event wrap-up of the annual Wine Dinner, campaigns, and special events
 - Manage the donor database system (Bloomerang)
 - Execute mass printing and mailing of donor letters throughout the year
 - Attend ongoing virtual training webinars
 - Maximize data offerings and create reports
 - Provide updates and improvements to the Executive Director
- Office Management
 - Manage inquiry communications
 - Organize and manage office materials and supplies
 - Order consumables as needed
 - Coordinate office equipment repairs

Skills and Qualifications:

- Passionate about the JWAS mission
- Trustworthy and respects the confidentiality of foundation affairs and affiliates
- Strong attention to detail and ability to work independently
- Exhibits polite and professional communication skills
- Organized, reliable, and punctual
- Strong written and oral communication skills
- Friendly, warm, and professional demeanor

Experience Requirements:

- At least 3 years of administrative experience
- Skilled with Microsoft Word & Excel
- Direct experience with non-profit donor management software

Please submit a cover letter, résumé, and up to 3 references to Executive Director Jeanie Shuck at jshuck@jwasfoundation.org or JWAS Foundation 3900 Edison Lakes Parkway Suite 201, Mishawaka, IN 46545.

JWAS Foundation in an equal opportunity employer.

For a child lost, a gift is given.

www.jwas.org