

Job Announcement – Executive Assistant

Amanda White Consulting seeks a detail-oriented, multi-tasking pro to join the Amanda White Consulting team to assist on exciting, meaningful projects. Candidates who are eager to learn, work as a highly valued team player and significantly grow skills in nonprofit fund development/communication are encouraged to apply.

From racial equality to the arts to sustainability, Amanda works primarily with Madison-based organizations that are making our community an even better place to live. Join this growing, thriving local business!

Essential Functions:

- social media content development and coordination
- grant and capital campaign writing
- capital campaign administration
- database entry and management
- meeting and interview scheduling
- attendance at client meetings
- office coordination as needed

Qualifications:

- strong written and oral communication skills
- team-player, ready to assist where needed
- entrepreneurial spirit
- experience with fundraising database systems a plus
- experience in nonprofit fundraising or marketing a plus
- comfortable with basic computer programs
- continual, curious learner interested in exploring creative, modern opportunities to help non-profits evolve and grow

Details:

This is an entry-level, hourly limited term employment (LTE) position available for 20 hours per week through December 31, 2022, with the likelihood of becoming a permanent, full-time position. The work schedule and location is flexible, although living within a 1-2 hour drive of Madison, WI is a must. Select benefits are available to part-time employees. People of color, women, LGBTQ+, people with disabilities, and veterans are strongly encouraged to apply.

To apply, please send a cover letter, resume, and three writing samples to amanda@amandawhiteconsulting.com **no later than February 11, 2022**. To learn more AWC, contact Amanda White at 608.698.9104/amanda@amandawhiteconsulting.com or visit amandawhiteconsulting.com.