



**POSITION DESCRIPTION**

**Title:** Administrative Assistant  
**Reports To:** Director of Administrative Services  
**Classification:** Full-Time / Non-Exempt

The Administrative Assistant is responsible for management of, and data processing for Special Olympics Missouri (SOMO) Raiser’s Edge statewide database. This system includes donors, athletes, volunteers, coaches, families, and other constituents. The Assistant will also have other administrative support responsibilities for SOMO. The Administrative Assistant will ensure compliance with Special Olympics International General Rules and Special Olympics Missouri Policies and Procedures while consistently demonstrating SOMO Guiding Values.

**ESSENTIAL DUTIES:** *(The following are illustrations of the duties of the position. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to, or a logical assignment of the position)*

- Ensure consistent and accurate entry of all constituents’ gifts in the SOMO Raiser’s Edge CRM system, to include gift acknowledgment in compliance with SOMO accounting standards
- Collaborate with others to interpret data and develop recommendations for tracking of data for special events
- Provide primary support within Raiser’s Edge and Luminate, to include troubleshooting and creation of reports, mailings, queries, and exports
- Process matching gifts and communicate with Special Olympics International Donor Services regarding “Do Not Solicit” requests and gift questions/concerns
- Maintain hygiene and integrity of Raiser’s Edge data
- Provide assistance with accounting functions as requested by CFO
- Backup TLC receptionist and help with TLC visitor approval/check-in
- Assists as needed with procurement of office supplies & office equipment maintenance
- Other duties as assigned by Supervisor

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_