The mission of The Warren Center, for children with developmental differences is to advocate, serve and empower the children and families impacted by delays and disabilities.

Our vision is that all children with developmental differences or disabilities achieve their full potential. We accomplish our mission and vision by:

a) ensuring that each child makes developmental gains
b) ensuring that families have the tools to understand, support, and advocate for their children;
c) demonstrating leadership in our field which assures community investment; and
d) being responsible stewards of our human, financial, and capital resources.

The values of The Warren Center, for children with developmental differences include:

- Children and families come first.
- We can be trusted to support children, families, and the agency to move forward, set goals, create and implement action plans, and evaluate the process and results.
- We are resourceful in making decisions and solving problems.
- We behave ethically both in professional and business behavior.
- Professional expertise is paramount to providing quality services

Job Purpose
The Development Administrative Assistant contributes to the overall mission and purpose of The Warren Center by effectively providing support and assistance to the Fund Development Department to meet goals and requirements of the agency and its programs.

Primary Results and Responsibilities:

- Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Prepare reports, memos, letters and other documents using word processing, spreadsheet, database, or presentation software
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Open, sort, and distribute incoming correspondence, including faxes and email
- Support the Development team by assisting with special events and special projects, coordinating facility calendars, and other assignments as requested.
- Maintains the donor database, keeping up with address changes, importing and exporting mailing lists, documenting donations and acknowledging gifts in a timely fashion.
- Assist in the planning and implementing of annual fund raising events.
- Assist with press releases, website/social media, newsletters, etc…

Professional development activities are planned and implemented that advance the individual capabilities of the individual and meet the needs of the program and the agency

Responsibilities include:

- Demonstrate professional and ethical practice at all times
- Endorse The Warren Center philosophy and goals
- Participate in staff meetings and agency events as appropriate
- Be a contributing member of team and agency
Qualifications

Education
- Required - High school diploma or GED including secretarial or clerical practices.
- Preferred – Vocational, Technical, College, and/or Business School courses in computer applications.

Licensure/Certification/Registration
- None

Medical
- Within 6 weeks of employment:- Negative TB tine test or physician statement of positive reading not posing health threat.

Additional Skills and Abilities
- Required - Strong interpersonal and communication skills to interact with clients, staff, and professionals in related fields, including presentation skills, good organizational skills, teamwork skills: ability to work a flexible schedule including early morning, night and weekend appointments.

Working Conditions

Physical requirements
- Some physical exertion, including pushing, pulling, lifting, or carrying up to 25 pounds.
- Sitting or standing for extended periods of time.
- Use of common office equipment.

Cognitive or Mental requirements
- Ability to organize and coordinate people and other resources to accomplish goals.
- Ability to create methodologies and strategies to accomplish goals.
- Ability to analyze and synthesize data, develop plans, strategies, and outcomes based on data analysis.
- Knowledge and use of common financial and office software.

Working Environment
- Work is performed indoors in a semi-private office, or other setting outside the office.
- Work includes driving to and from many settings.

Supervision
This position reports directly to the Director of Development and indirectly to the Executive Director at The Warren Center, for children with developmental differences.