

**Job Title:** Administrative Director (20 hours per week)

**Organization Overview:** Hope Scarves is an international non-profit located in Louisville, KY with the mission to support people facing cancer through scarves, stories, and research. With a small part-time staff, efficiency in our daily operations is vital to the success of the organization. We are seeking an Administrative Director to lead our administrative and daily operations.

**Job Description:** The Administrative Director will be responsible for managing the database, managing current donor and hospital partner communications, as well as managing the daily operations of the organization. The successful candidate will work closely with the Executive Director, Development Director, and the Accounting Director to meet overall organizational goals. This job offers the flexibility for both in-office and remote work.

### **Duties and Responsibilities:**

- Database Management
  - Updating/managing contact information
  - Creating campaigns for constituent communications
  - Developing reports for organization leaders to make informed data-driven decisions
- Donor Management
  - Managing database information associated with weekly monetary donations in collaboration with the accounting director
  - Managing database information associated with event donations in collaboration with the accounting director
  - Oversight of all donor thank you letters
- Current Hospital and Promotional Partner Management
  - Regular communication with current hospital partners and promotional partners
  - Tracking of hospital and promotional partners in database to review success and enable data-driven decisions regarding outreach programs
  - Oversight and preparation of the materials needed for the fulfillment of hospital scarf orders in collaboration with the mission directors
- Daily Operations Management
  - Inventory of materials needed for all daily operations
  - Scheduling and overseeing logistics of scarf wrap up events
  - Managing overall efficiency of office space

### **Qualifications:**

- IT experience and confidence in various database programs (Salesforce or CRMs, One Drive, Excel, Power Point, Word, etc.)
- Excellent Written and Verbal Communication Skills
- Strong Leadership, Organizational, and Management Skills
- Ability to Work Collaboratively
- Commitment to the Organization's Mission and Values
- Strategic Thinking and Problem-Solving Skills
- Flexibility and Adaptability