



WISCONSIN INSTITUTE FOR LAW & LIBERTY

Administrative Assistant (full or part-time depending on candidate's preference)

Contact: Lesley Luehrs, Director of Development | Lesley@will-law.org

Location: Milwaukee, WI (this is not a remote position)

Description

WILL is a conservative legal policy center in Milwaukee. Our mission:

Through litigation, education, and participation in public discourse, WILL advances the public interest in the rule of law, individual liberty, constitutional government, and a robust civil society.

If you believe as we do, in the rule of law and the protection of our liberties, then this is a great opportunity for you to be part of the freedom movement and to have a career with a non-profit that is truly making a difference for all Americans.

We are seeking an Administrative Assistant (AA) based in Milwaukee. The AA will support the Development Team in an administrative capacity. This position can be full-time or part-time, depending on your needs/scheduling. A full-time employee would work 9:00 a.m. to 5:00 p.m. with option to work one day from home (once established) in the role. If part-time, this person would be able to be in the office at least three days per week between 9:30 a.m. - 3:00 p.m.

We are looking for an energetic team member who demonstrates motivation by taking initiative to seek out additional responsibilities to help the team and the organization achieve goals and is consistently looking for ways to improve processes and contribute. It's important to meet deadlines, goals and deliverables and demonstrate accountability for individual responsibilities as well as understand the connection to the Development team's work overall. He/she assists with donor communications, including mailings, gift processing, production of tax receipts, database maintenance, and prospect research.

This role would be perfect for someone who is detail-oriented and is skilled with technology. The ideal candidate would have between six months to two years' experience working in an administrative support role. Internships may be counted towards this experience. Persons looking to return to work after raising a family may find our flexibility a win for everyone!

Key Responsibilities

- Daily processing of donations and updating donor information, using WILL's donor database: DonorPerfect

(WILL Administrative Assistant position description, continued)

- Sends acknowledgment letters/emails and tax receipts in a timely manner
- Regularly assist with donor and prospect research and meeting preparation using DonorSearch
- Works with the Development Team to fulfil organizational fundraising goals and the fundraising plan to meet those goals
- Compiles documents for grant proposals, reports, letters for timely communication
- Maintains a good working knowledge of the organization's programs and funding priorities
- Other duties as assigned

Key Qualifications

Excellent proof-reading skills

High level of organization, attention to detail and the ability to manage and prioritize multiple projects at one time with success and accuracy

Skilled with technology with the ability to quickly learn new programs

Ability to interact professionally and warmly with current and prospective donors

Ability to clearly communicate with employees in different roles

Must exhibit sound judgment in confidential donor matters

Must have experience with Microsoft Office products including Word and Excel

Database experience preferred

Six months to two years' experience in an administrative role is required.

Details/Benefits

Desired start date: First quarter of 2022

Compensation: based on experience

Benefits: health, life, dental, HSA and 401(k) plan, vacation

How to apply

To apply, submit resume, cover letter, names and contacts of three professional references, available start date and salary requirements. Priority will be given to applications submitted by January 31st. Please submit your application to: Lesley Luehrs, Director of Development: Lesley@will-law.org To learn more about WILL: will-law.org