



## **ADMINISTRATIVE ASSISTANT – SALESFORCE**

**Full Time**

### **ORGANIZATIONAL OVERVIEW**

Homestead Community Land Trust empowers individuals, stabilizes families and strengthens neighborhoods by making it possible for modest-income people in King County to own their home. We build and rehab homes; make them affordable by subsidizing the price; keep them affordable through the community land trust (CLT) model; and support homeowner success. As a CLT, we fundraise to reduce the price of homes (in the current market this is at least \$350,000 below market rates); the land is owned collectively through Homestead and is leased to buyers for a small monthly fee. When people have the opportunity to gain stability and create wealth safely through truly affordable homeownership, neighborhoods gain strength and resilience, and our community moves together towards social justice, economic vitality and environmental sustainability.

Homestead's origins in the activist community are reflected today in a joint staff-Board initiative to deepen the expression of racial and social equity in all aspects of our work. Building on strengths in democratic governance and decision-making and a core mission to redress housing inequity, Homestead seeks team members who value inclusion, and are committed to addressing racism, sexism and other forms of oppression in our work and community.

### **POSITION**

Homestead seeks a detail-oriented administrative assistant with strong Salesforce skills to join our team. This position supports all facets of the organization by entering data, cleaning up data, analyzing data and supporting fundraising efforts including individual donations and events. Homestead works with other community land trust and housing organizations nationally on a shared data management platform called HomeKeeper that integrates with Salesforce. As a result, national and local technical support resources for HomeKeeper and Salesforce are available. This position may assist with Lightning migration, and possible upgrade to the most recent Salesforce Nonprofit Management package.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Data Entry and Management**

- Enter and manage data in Salesforce
- Write down and organize procedures/documentation for how our organization enters and maintains data in Salesforce
- Teach new staff members how to enter and manage data correctly
- Provide routine monthly reports
- Analyze data and provide custom reports
- Analyze email campaign response data

#### **Fundraising Data Management**

- Set-up fundraising and outreach events in Click-and-Pledge Events
- Provide support to donors and event registrants regarding their ticket sales or online gifts

- Enter donor information and donations, conduct monthly reconciliations with the Business Manager to assure that Salesforce and QuickBooks records are in agreement
- Create reports based on donor profiles or donor data
- Research and enter grant opportunity data in Salesforce
- Generate thank you letters as donations come in
- Format and send mass email communication tracked through Salesforce
- Staffing of event check-in (two major events per year)

#### **Program Data Management**

- Enter yearly data for program compliance
- Manage homeowner payment information and reconcile with QuickBooks
- Format and send mass email communication

#### **Data Quality Control**

- Clean-up program funding allocations
- De-duplicate donor and contact records
- Track down past donors or contacts and enter current address and contact information

Other administrative duties as may be assigned including document scanning and filing; general office support

### **QUALIFICATIONS**

#### **Skills**

- Strong Salesforce database skills; Click and Pledge
- Vertical Response; Salesforce integration
- Microsoft Office
- Fast, efficient data entry
- Excellent communication and relationship building
- Ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Ability to operate a desktop computer, Microsoft Windows and Office Software, including Word, Excel, Outlook, PowerPoint in a network environment
- Conga Application knowhow a plus (not required)

#### **Experience**

- One year experience in data entry
- Experience with Salesforce

#### **SALARY AND BENEFITS**

Full time 40 hours; flexibility to schedule 32-hour week if preferred

\$18 per hour, health insurance, paid sick leave and vacation, professional development, ORCA card, 403b savings plan.

#### **EMPLOYMENT POLICY**

As an equal opportunity employer, Homestead Community Land Trust does not discriminate on the basis of age, race, creed, gender, marital status, veteran's status, national origin, disability or sexual orientation.

### **APPLICATION REQUIREMENTS**

To apply for the position please provide to [jobs@homesteadclt.org](mailto:jobs@homesteadclt.org):

- Current resume or curriculum vitae
- Professional references
- Cover letter that includes a statement of why this organization's mission fits your career path
- Complete and submit [Homestead Diversity Questionnaire](#)

### **HIRING PROCESS**

Homestead will accept applications until there is a sufficient pool of qualified applicants.

Position posted January 17, 2019