

Responsibilities/Activities include but not limited to:

Administrative Support (Estimated at 25% time):

Organization maintenance and operation

- Maintains up to date files for deposits, expenses, etc... for GLCA and Venture Bound
- Submits check requests for GLCA and Venture Bound expenses on weekly basis
- Compiles information for organization print materials (i.e. annual report, brochures, etc...)
- Maintain GLCA website
- Completes copying/filing as needed

Collaborative Community Support (Estimated at 25% time):

Provide on-going operational support for the Toledo Regional Autism Network

- Assists in scheduling time and location for Toledo Regional Autism Network Meetings
- Assists TRAN Chair and Vice Chair in communication to members as needed
- Maintains up to date TRAN member information
- Issues yearly TRAN membership contribution invoices
- Assists in compiling information for email/print materials for TRAN meetings, presentations, or conferences as needed

Program Support (Estimated at 25% time):

Provide ongoing support for Scholarship program, Community grants program, and Venture Bound

- **Scholarship Program**
 - Review scholarship applications for qualified applicants and provide to committee
 - Administer scholarship payments and maintain accurate, up to date records
 - Ensure scholarship recipients maintain scholarship eligible status as documented in application (i.e. submit yearly records if necessary, maintain school enrolment, etc...)
- **Community Grants Program**
 - Review community grant submissions for complete/qualified applications
 - Summarize applicant requests for grant committee
 - Ensure grant follow up reports are submitted on time and are complete
- **Venture Bound**
 - Coordination of travel for presenters representing Venture Bound
 - Attend Advisory Board and ad hoc/committee meetings, record and distribute the minutes
 - Distribute approved marketing materials (newsletter, pamphlets, etc.)
 - Ensure an adequate amount of marketing materials for conferences and presentations are prepared (copied, packaged or ordered) in advance
 - Assist with scheduling, set up and tear down of any Venture Bound events as well as supporting leadership during the event
 - Distribution of press releases
 - Provide back-up website and social media support to Executive Director

Fund Development and Event Support (Estimated at 25% of time):

Maintenance and integrity of the fundraising database, strengthening donor relations, assists with organizing formal fund raising events, and executing annual fundraising campaigns

- Processes donations and pledges received by GLCA; makes bank deposits;
- Follows up with donors where appropriate; prepares acknowledgement and thank you letters for donors
- Maintains computerized database, utilizing donor software, keeping donor records accurate and up to date
- Assists in GLCA fundraising activities including but not limited to: event specific activities (i.e. processing sponsorships, in-kind donations, event set up/tear down, etc..) recruiting new volunteers, contacting past volunteers, creating and updating volunteer spreadsheet
- Assists in keeping Social Media platforms relevant and engaging

Skills Required:

- Proficient in Microsoft office
- Experienced with various social media platforms
- Organization and time management
- Attention to detail
- Ability to work independently
- Flexible work schedule including some weekends and evenings
- Excellent written and verbal communication skills