



**Job Title:** Part-Time Executive Support – Administration & Fund Development

**Reports To:** Executive Director

**Location:** Georgetown, SC (Hybrid/On-site)

**Status:** Part-Time, Non-Exempt (up to 29 hours per week)

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**Position Summary:**

The Village Group seeks a highly organized and proactive Part-Time Executive Support professional to assist in the day-to-day administrative and fund development operations of the organization. This hybrid/onsite role provides essential support to the Executive Director and will also work closely with the Fund Development Consultant to ensure coordinated fundraising strategies and implementation. The ideal candidate is detail-oriented, resourceful, and mission-driven.

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**Key Responsibilities:**

***Administrative Support***

- Draft, edit, and manage correspondence, reports, and internal communications
- Coordinate logistics for board meetings, community events, and special projects
- Assist in compiling data and documentation for grant proposals, reports, and audits
- Support volunteer onboarding, scheduling, and supervision for administrative functions and community events

***Fund Development Support***

- Serve as a liaison and coordinator between the Executive Director and Fund Development Consultant
  - Maintain donor database and track gifts, pledges, and donor communications
  - Prepare donor acknowledgment letters and development reports
  - Support execution of fundraising campaigns, including mailings, emails, and event logistics
  - Assist in prospect research, cultivation activities, and follow-up with potential and existing donors
  - Help organize development committee meetings and prepare relevant materials
  - Coordinate and supervise volunteers assisting with development campaigns, mailings, and special events
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**Qualifications:**

- Associate's degree or equivalent experience in nonprofit administration, business, communications, or related field
- Minimum of 2 years of experience in administrative or development roles preferred

- Experience supervising or coordinating volunteers is a plus
  - Strong communication skills and professional writing ability
  - Proficiency in Microsoft Office and donor management systems (e.g., Bloomerang, Little Green Light)
  - Strong organizational skills with the ability to manage multiple projects and meet deadlines
  - Ability to collaborate effectively with external consultants, internal staff, and volunteers
  - Demonstrated alignment with the mission and values of The Village Group
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**Compensation:**

- This is a non-exempt, hourly position. Hourly rate will be commensurate with experience.
- Part-time schedule of up to 29 hours per week.