



## Administrative Assistant (Part-Time)

**Organization:** The Village Group

**Location:** Georgetown, South Carolina

**Reports To:** Executive Director

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

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### **About The Village Group**

The Village Group (TVG) is a community-based nonprofit organization dedicated to strengthening youth, families, and communities through education, cultural enrichment, and workforce development. Our work is rooted in collaboration, stewardship, and a deep commitment to community impact.

### **Position Overview**

The Village Group is seeking a highly organized, proactive, and mission-driven Administrative Assistant to support the organization's day-to-day administrative and fund-development operations. This role provides direct support to the Executive Director and collaborates across programs, development, and communications to ensure the efficient, coordinated execution of organizational priorities. This position is ideal for a professional who enjoys executive support, donor engagement coordination, and behind-the-scenes work that keeps a growing nonprofit running smoothly.

### **Key Responsibilities**

#### **Administrative & Executive Support**

- Draft, edit, format, and route correspondence, reports, announcements, and other communications at the direction of the Executive Director
- Provide administrative support for executive communications, including drafting content for organizational updates and public-facing materials for leadership review and approval
- Coordinate logistics for board meetings, committee meetings, community events, and special projects
- Assist in compiling data, narratives, and documentation for grant proposals, compliance reports, audits, and board materials
- Support the administrative planning and execution of community and organizational events

#### **Fund Development Support**

- Maintain donor database and track gifts, pledges, acknowledgments, and donor communications
- Prepare donor acknowledgment letters, development reports, and stewardship materials

- Support execution of fundraising campaigns, including mailings, emails, event logistics, and follow-up communications
- Assist with prospect research, cultivation activities, and donor engagement tracking
- Organize development committee meetings and prepare agendas and materials
- Coordinate and supervise volunteers assisting with fundraising campaigns and special events

#### **Cross-Functional Coordination**

- Collaborate with internal staff and external consultants (including marketing and development partners) to support the timely execution of organizational initiatives
- Provide administrative coordination support for communications and marketing efforts, without responsibility for marketing strategy or campaign ownership

#### **Additional Responsibilities**

- Perform other duties as assigned that are consistent with the purpose and level of the position and that support organizational and executive operations

#### **Qualifications**

- Associate's degree or equivalent experience in nonprofit administration, business, communications, or a related field
- Minimum of two (2) years of experience in administrative, executive support, or development roles preferred
- Experience coordinating or supervising volunteers is a plus
- Strong written and verbal communication skills, including professional drafting and editing
- Proficiency in Microsoft Office 365 and general office technology
- Experience with donor management or CRM systems (e.g., Bloomerang, Little Green Light) preferred
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Ability to work collaboratively with leadership, staff, volunteers, and external partners
- Demonstrated alignment with the mission and values of The Village Group

#### **Compensation & Schedule**

- This is a non-exempt, hourly position; compensation is commensurate with experience
- Part-time schedule of up to 29 hours per week
- Work schedule will be coordinated with the Executive Director; some evening or weekend hours may be required for event.