



## Administrative and Finance Assistant Position Description

Kakenya's Dream seeks to empower and motivate girls through education, health, and leadership programs to become agents of change and to break the cycle of harmful cultural practices in Kenya, including female genital mutilation (FGM) and child marriage. These future leaders will improve their community, their nation, and the world. At Kakenya's Dream, we challenge ourselves to come up with the best empowerment and education system for young African girls and share our model with others.

Kakenya's Dream is seeking an Administrative and Finance Assistant to support the team by providing administrative support to the Founder and President and driving key accounting and fundraising processes. Reporting to the Director of Operations, this person works closely with the President and development team. This person must be extremely detail oriented, have superior organizational skills, excellent communication skills, sound judgment/critical thinking skills, and should be interested in working with highly motivated staff in a mission-focused organization.

### Responsibilities

#### Executive Management (30%)

- Manage the President's extensive appointment schedule, coordinating a high volume of meetings while maintaining balance in the President's calendar.
- Manage the day-to-day activities of the President and her email to keep activities on schedule and to ensure appropriate and timely follow-up. Drafts donor correspondence as directed by the development team.
- Arrange and coordinate travel (domestic and international). Includes logistics, expenses, briefing materials, itineraries, and management of tasks and action items by other staff members related to travel.
- Maintain records of the President's donor interactions and track follow-up items. Attend development team meetings and key fundraising-related meetings with the President to ensure meeting notes are captured and action items are collected and assigned appropriately following meetings/events.
- Create and maintain a favorable image of the organization and the President's office, communicating in a professional, positive, and cordial manner on behalf of the President.

#### Accounting (35%)

- Maintain in Quickbooks Online all expense transactions, including credit card transactions. Secure and file all documentation.
- Maintain all revenue transactions, including check deposits, ACH deposits, in-kind donations, and pledges. Secure and file all documentation.
- Prepare invoices in bill.com for approval.
- Verify timesheets and supporting documentation. Prepare payroll for approval, including accurate input of hours, deductions, and fringe benefits.

- Support audit preparation, providing documents as assigned.
- Enforce proper accounting methods, policies and principles, identify areas of efficiency, and proactively provide recommendations for process improvement.
- Keep the Director of Operations up to date on organizational financial position and any potential issues and concerns.

#### Development Operations (30%)

- Manage the donor and communications database (Bloomerang). Develop deep proficiency and ownership with the system, including utilization of the database to improve or simplify processes and reconciling data/ensuring data integrity.
- Manage the gift processing system including processing gifts/entering information into the Bloomerang database, updating and maintaining constituent records, producing timely acknowledgments for all gifts, and drafting new acknowledgements on a biannual basis.
- Make weekly check deposits.
- Assist the Annual Fund Officer with prospect research.
- Assist in producing and maintaining a series of reports in Bloomerang that provide insights into revenue raised and outstanding action items. Work with the development team to track annual fund metrics.
- Maintain seals and ratings published by third party assessment organizations and giving platforms.
- Support the President, Director of Development, and other staff in their own fundraising activities and donor stewardship, as assigned.

#### Office Management (5%)

- Manage two Kakenya's Dream organization email accounts including responding to inquiries from staff and the public, and channeling inquiries to staff members as appropriate.
- Ensure the office is appropriately supplied with adequate stock of collateral and office supplies.
- Set up newly purchased laptops with Kakenya's Dream's systems and passwords.
- Receive the mail and forward select items to the Director of Operations.

#### Requirements

- Minimum of a Bachelor's degree and 1-3 years of work experience, preferably in an administration or finance position.
- Impeccable reliability, extraordinary attention to detail, phenomenal follow through, and exceptional accuracy.
- Ability to multi-task and work independently, prioritizing workflow to meet critical deadlines while paying close attention to detail and moving longer-term projects forward.
- Commitment and capacity to maintain the highest level of integrity, judgment, confidentiality, and discretion in managing information and resources.
- Strong verbal and written communication skills.
- Tech savvy. Proficient with Google Suite and Zoom. Willing and able to learn and utilize Kakenya's Dream's fundraising database and accounting software.
- Positive attitude, sense of humor, and ability to work efficiently and effectively with a partially remote team.

### Preferred

- Experience managing calendars and correspondence for an executive.
- Experience with a fundraising database.
- Experience with Quickbooks Online or other accounting software.
- Experience with payroll.
- International experience or perspective, especially related to East Africa, education, violence against women/girls, and/or empowering girls.

### Compensation

- \$45,000-\$55,000 depending on experience. Benefits include generous PTO (13 holidays, 21 days of PTO in the first three years, and 12 sick days), a 5% retirement match, employer-paid health, dental, and vision insurance, life insurance, disability insurance, cell phone and internet stipend, and paid family leave.

The position is based in Arlington, Virginia. Some work may be done remotely, but this position is expected to be in the office at least 50% of each week.

### To Apply

Please send your cover letter, resume, and a writing sample (preferably where you are the sole author) to [jobs@kakenyasdream.org](mailto:jobs@kakenyasdream.org). Please title your subject line: "Administrative and Finance Assistant, Your Name." Unfortunately, due to the volume of applications we receive, we are only able to respond to candidates that meet the job requirements. No phone calls please.

*Kakenya's Dream is an equal opportunity employer; no one will be denied opportunities or benefits on the basis of race, color, religion or creed, national origin or ancestry, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, gender identity or expression, national origin, age (40 or older), military or veteran status, disability, genetic information, medical condition, marital status, citizenship status, or any other factor protected by federal, state, or local law.*

For more information, please visit us at [www.kakenyasdream.org](http://www.kakenyasdream.org).