



ADMINISTRATIVE ASSISTANT

Position Summary

The Administrative Assistant plays a central role in supporting the operational and fundraising infrastructure of The American Chestnut Foundation (TACF). This position is responsible for ensuring the accuracy, consistency, and effectiveness of donor data, gift processing, fundraising systems, and internal operational workflows. Working closely with the Development team and the Business Manager, the Administrative Assistant supports revenue operations, financial coordination, and organizational systems that enable TACF's fundraising and mission delivery.

This role requires a high level of attention to detail, strong systems thinking, and comfort managing recurring, deadline-driven operational work alongside process improvement and project support. The ideal candidate is proactive, reliable, discreet, and motivated by building and maintaining strong internal systems.

Position Location: Asheville, North Carolina

Reporting to: Business Manager

Salary Range (DOE): \$49,000-\$55,000

Work Environment: On-site with hybrid flexibility

About The American Chestnut Foundation:

The American Chestnut Foundation (TACF) is a nonprofit conservation, education, and scientific organization with 20+ staff members located from Maine to North Carolina, a 13-member board, and an annual budget of over 3 million dollars. Founded in 1983 and based in Asheville, NC, TACF and its 16 state chapters use breeding and genomics to develop, and ultimately restore, the American chestnut tree, which has been rendered functionally extinct in its native range by an invasive fungal disease. TACF is primarily supported by private philanthropy and targeted research funding. The American chestnut is a symbol for the hope that exists for all threatened species. TACF has played the lead role in rescuing this species through its innovative breeding and genetic research for four decades. TACF's long-term goal is to create self-sustaining populations, with disease-resistant trees growing stronger in each succeeding generation.

Our Mission is to return the iconic American chestnut to its native range Our Vision is a robust eastern forest returned to its splendor. TACF's Values are Optimism, Patience, Science-Based Decisions, Integrity, Innovation, and Collaboration.

Roles and Responsibilities

- Serve as a primary operator for TACF's donor and membership database (DonorPerfect), maintaining accurate, up-to-date records and ensuring data integrity.
- Process and reconcile all gift types, including check, credit card, ACH, and stock donations, according to established schedules and procedures.
- Prepare and distribute donor acknowledgments, receipts, and year-end tax documentation in a timely and accurate manner.
- Administer monthly giving programs and support stewardship workflows in coordination with the Development team.
- Produce donor lists, giving histories, campaign reports, and ad hoc data requests to support fundraising strategy and analysis.
- Maintain and update donor-facing fundraising tools and platforms, including Givecloud features and database structure, as needed.

- Provide operational support for fundraising campaigns, including Giving Tuesday, donor challenges, special appeals, and membership initiatives.
- Support the execution of fundraising-related events, including tracking, materials preparation, and follow-up coordination.
- Assist with the operational aspects of branded merchandise sales, raffles, online auctions, and the annual wild-type seed sale.
- Partner with Development and Communications staff to ensure fundraising systems, messaging tools, and donor workflows are aligned and functional.

Business Operations and Financial Coordination

- Work closely with the Business Manager to support invoice processing, monthly reconciliation, documentation, and record keeping.
- Assist with management and maintenance of organizational subscriptions and accounts.
- Assist with software and account management
- File, organize, and track MOUs and contracts, updating internal tracking systems to ensure visibility and compliance.
- Generate and submit monthly Pitney Bowes cost accounting reports to support financial oversight.

Operations, Systems, and Records Management

- Support core office and operational systems that enable Development and Business functions to run efficiently.
- Manage intake and processing of incoming mail related to donations, finance, and operations.
- Maintain organized digital and physical records, including donor, financial, HR, and organizational documentation.
- Track office inventory and coordinate ordering and facilities needs in support of staff operations.
- Assist with management and tracking of assets and maintenance of accurate record-keeping.
- Manage the organizational calendar and support scheduling for fundraising, operational, and staffing needs.
- Assist with management of Sharepoint internal file storage system.

Organizational Coordination and Process Improvement

- Track operational and development-related action items, deadlines, and follow-ups across teams.
- Create, document, and refine standard operating procedures for development operations, gift processing, and administrative workflows.
- Maintain and update institutional records, including board and committee directories, and chapter leadership information.
- Coordinate updates with the Website Administrator and other staff to ensure consistency across systems.
- Support HR-related administrative processes, including employee onboarding and offboarding, in coordination with external HR consultants.

Required Qualifications and Skills

- 3 to 6 years of experience in nonprofit development operations, business operations, or organizational administration.
- Demonstrated experience managing donor databases or CRM systems, preferably DonorPerfect.
- Strong accuracy and attention to detail, particularly with donor, financial, and operational data.
- Proven ability to handle confidential information with discretion.
- Comfort managing recurring, deadline-driven operational responsibilities.

- Ability to identify inefficiencies and contribute to process improvement.
- Strong organizational, time management, and communication skills.
- High level of professionalism reliability.

Preferred Skills

- Proficiency with Microsoft Administrator functions and SharePoint; familiarity with Givecloud, Monday.com, or similar systems preferred.

We know that strong candidates come from diverse backgrounds and may not meet every qualification listed. If you're passionate about our mission and think you would succeed in this role, we encourage you to apply.

Physical Requirements:

- Required to sit or stand for over 2/3 of the day
- Occasionally required to walk
- Occasionally required to use hands to finger, handle, or feel
- Occasionally required to reach with hands and arms
- Occasionally required to bend, lift, or climb
- Occasionally required to lift light weights (less than 25 pounds).
- Occasionally required to lift moderate weights (25-50 pounds).
- Specific vision abilities required for this job include: close vision, distance vision, ability to adjust or focus

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

Other Requirements:

Candidates must be 18 years of age or older to apply.

You must be legally authorized to work in the United States to be considered for this role.

Must have a reliable form of transportation.

Benefits

Benefits include health, vision, dental, short and long-term disability, and life insurance, as well as flexible spending account (FSA) options. Benefits begin the first day of the month following hire.

TACF also offers a 403(b)-retirement plan, including 5% company match contributions after two years of service to help your long-term financial plan grow quickly. In addition to at least 12 paid annual holidays, TACF offers ten paid sick days and two weeks of paid vacation which increases with tenure and performance.

Application Process

Applicants should apply through the [The American Chestnut Foundation website](#) and include submission of a cover letter, resume, and references. The application **deadline is Monday, February 2nd at 5:00 PM Eastern**. TACF will acknowledge receipt of all applications. Note that we are not accepting phone inquiries regarding this position, so please do not contact TACF via phone.

TACF is an Equal Opportunity Employer and is committed to providing an equal opportunity to all qualified individuals who are seeking employment, and to all current employees. It is the policy of The American Chestnut Foundation to provide equal employment opportunity to all Team Members and applicants for employment and not to engage in discrimination against or harassment of any persons employed or seeking employment on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (e.g., cancer-related or genetic

characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994) as well as state military and naval service. All Team Members, regardless of the classification or position, are considered employed “at-will.” This means employment may be terminated at the will of the Team Member and/or the Company at any time; with or without cause and/or with or without notice. No officer, agent, representative, or Team Member has any authority to enter into any Agreement with any Team Member or applicant for employment on other than on an at-will basis.