



JOB DESCRIPTION
HUMAN RESOURCES - DEVELOPMENT ASSISTANT

POSITION SUMMARY

The Human Resources – Development Assistant is a dual-role involving full spectrum human resources and development department assistance for Special Olympics Kansas. This role is responsible for performing HR-related duties on a professional level in the following HR functional areas: benefits administration, employee relations, performance management, onboarding, policy implementation, recruitment / employment and employment law compliance. The Development Assistant component is responsible for assisting in various development efforts in support of Special Olympics Kansas. These efforts will include, but are not limited to, maintaining donor records, working with Development staff on sponsor/donor recognition, and receiving/recording/receipting donations. Additionally, this role will have office manager type duties including maintaining and ordering office supplies and equipment.

The ideal candidate is well-organized, a self-starter, able to work in a team environment, with the maturity and flexibility to work in a growing and changing environment. The candidate should bring enthusiasm to the office and offer up new ideas and programs. The candidate will be expected to perform the following responsibilities:

DUTIES AND RESPONSIBILITIES

HUMAN RESOURCES

- Maintains high standards of confidentiality of all employee records and information. Ability to hold yourself and others accountable for HR service delivery.
- Assist in ensuring organizational compliance with federal, multi-state, and local employment related laws and regulations. Maintain a record of all local state and federal issues and bulletins
- Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of employee handbook and personnel policies and procedures, in conjunction with senior management.
- Assist with talent acquisition and onboarding process to include job descriptions, job postings, job application, interview process and background checks.
- Assist in administering employee benefit programs to include annual enrollment and new hire enrollment.
- Assist in administering the performance appraisal system.
- Track personal time off (vacation and sick).
- Conduct exit interviews

- Maintains company organization charts and the employee directory.

DEVELOPMENT ASSISTANT

- Donor/Sponsor Database
 - Maintain database, working with Development team to keep data up to date
 - Enter gifts as they are received
 - Gather reports as needed from Development team
- Internal Giving Campaigns
 - Supervise internal individual giving campaign (Be A Fan Club), send renewals, cultivate donors through strategic promotions
 - Maintain Courtyard of Champions requests, as needed
- Donor/Sponsor Recognition
 - Send donor/sponsor thank you letters and receipts
 - Create and order high dollar donor/sponsor thank you gifts, working with Development Staff
- Research, review, proof reading, and preparation of documents, as needed
- Integrated Direct Mail Program (IDMP)
 - Maintain 'Do Not Contact' list and submit
 - Update data as requested to be sent to Special Olympics International
- Online Presence - Development
 - Assist with the annual application for Community Health Charities and Combined Federal Campaigns
 - Assist with the update of listings on charity websites (Charity Navigator, etc.)
- Event Support
 - Administrative support for Stanion Wholesale Electric Co. Golf Classic and Legislative Shrimp Peel
 - Assist development team at events, as needed
 - In conjunction with Special Events Coordinator, serve as liaison with printing, mailing, and other projects
- Accept a wide range of tasks and assignments to meet development needs;
- Other duties as assigned by Supervisor.

SOKS CULTURE

Special Olympics Kansas (SOKS) is a fast-paced non-profit organization providing programs and services to people with intellectual disabilities. The organization has a small staff, a heavy workload and work is frequently performed under pressure. Employees must demonstrate personal discipline, self-motivation and is expected to demonstrate good interpersonal skills, attention to detail and flexibility in assignments, tasks, schedules and roles.

QUALIFICATIONS

- A bachelor's degree or experience in HR preferred
- Working knowledge of office processes
- Strong organizational skills, high motivation, ability to meet and exceed goals
- Ability to multi-task and meet deadlines under pressure
- Knowledge in Microsoft Office and Adobe Suite
- Experience in event and volunteer management and is team player
- Excellent interpersonal skills, relationship building skills and communication (written and verbal) skills.
- Demonstrated ability to work with diverse populations

LOCATION

This opportunity is based full-time in the Special Olympics Kansas state headquarters in Mission, KS

SUPERVISOR

The Human Resources – Development Assistant reports to the President/CEO

TRAVEL

Negligible

SALARY RANGE

Salary is commensurate with experience

BENEFITS

Special Olympics Kansas provides a percentage of the gross salary for use in a cafeteria benefits program which includes: medical insurance, FSA, disability insurance, dental insurance and term life insurance. SOKS also participates in a 403 (B) retirement program. Special Olympics Kansas provides Worker's Compensation, paid holidays, annual personal days and travel expenses.

POSITION STATUS

Exempt

EVALUATION

At the end of 180 days and then annually in February.