



Job Description: Administrative Assistant, The Leapfrog Group Washington, DC

Summary

[The Leapfrog Group](#) is a highly visible, national nonprofit organization representing private sector purchasers of health care who advocate for improvements in the quality, safety, and value of health care. We are currently seeking candidates for the position of Administrative Assistant, reporting to the Vice President of Development.

The Administrative Assistant will play a key role within the team to ensure that Leapfrog's Corporate Membership Programs, the Partners Advisory Committee (PAC) and the Innovators for Leapfrog (IFL) are efficient and impactful. The Assistant will also assist with Development initiatives. The successful candidate will be comfortable working within project deadlines and must be a team player who shares in Leapfrog's drive to change health care. The ideal candidate must be intellectually curious, a natural solutions seeker, detail oriented, demonstrate strong communication skills, and have a solid track record of working collaboratively and successfully in a nonprofit environment.

Key Responsibilities and Objectives for Performance

1. Project support and coordination

- a. Responsible for onboarding new companies – including obtaining logos, adding the logos to the Leapfrog websites, setting up the company in the billing system, and monitoring payment
- b. Schedule Orientation meetings for the new PAC members
- c. Maintain and update all information on the member companies, sponsors, and donors.
- d. Facilitate meetings by scheduling, creating meeting agendas, note taking, providing timely meeting minutes, and appropriately following up on deliverables.
- e. Track members use of benefits and intake forms
- f. Assist in meeting planning for Leapfrog's Annual Meeting and Awards Dinner as well as other events, as requested

2. Provide general administrative support to the Leapfrog staff

- a. Greet and assist visitors to the Leapfrog office
- b. Maintain polite and professional communication via phone, e-mail, and mail
- c. Assist with meeting planning and execution, including the preparation and distribution of agendas and other meeting materials
- d. Contribute to team effort by offering general program and administrative support as appropriate



3. Communications support

- a. Regularly manage updates to constituent database and mailing lists to ensure all contacts are properly moved through development and membership process and coded appropriately.
- b. Draft and maintain digital and marketing materials, including websites, blogs, webinars, presentations, and direct mail and email campaigns
- c. Manage gift acknowledgement process and produce donor letters on a weekly basis.
- d. Coordinate, attend and draft minutes and other documents for committee meetings.

4. Operations processing and reporting

- a. Process invoices, and update CRM.
- b. Update Leapfrog websites and communications templates.
- c. Assist with special events planning, preparation and execution and processing of RSVPs.
- d. Using CRM to add and update all donors, sponsors, and members.



Qualifications

The ideal candidate will be an individual who has:

- BA preferred with minimum of 2-3 years of experience in an area related to office administrative support, development, project management or event coordination. Prior nonprofit work experience a plus.
- Exceptional skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problem solve.
- Excellent customer service abilities.
- Excellent reading, writing and grammar skills. Both written and verbal.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases and internet research.
- Demonstrated team player with a strong collaboration abilities.
- Ability to take initiative with projects to work both independently.
- Knowledge of telephone and electronic mail protocol.

Term of Employment

The position is a full-time, hybrid location position, with at least 3 days a week (T, W, Th) at Leapfrog's offices in Washington, D.C. A competitive salary will be offered, reflective of the chosen candidate's experience and training. The Leapfrog Group offers its employees a comprehensive and highly competitive benefits package, including health, dental/vision, disability, and life insurance; a 401(k) with significant employer contributions; transit subsidy; and paid vacation, sick time, and paid parental leave.

Application Instructions

Send a cover letter and resume by email to Ryan Keller <rpkeller@jrassociates.com>