

Administrative Assistant Community Impact and Charitable Giving

PURPOSE OF POSITION

The Administrative Assistant provides administrative support to the Community Foundation Community Impact and Charitable Giving Departments including the departments' committees as well general operations of the Community Foundation.

CORE COMPETENCIES

Attention to Detail/Accuracy | Multitasking | Customer Focus | Adaptability/Flexibility | Initiative

DUTIES AND RESPONSIBILITIES

Community Impact Department Support

- Provides administrative support to the Community Impact team including scheduling meetings, registering staff for events, and coordinating catering and virtual arrangements as requested.
- Provides administrative support to the Grantmaking Committee including meeting logistics, packet preparation and minutes.
- Sets up and maintains nonprofit organization records and grantee administrator contacts in iPhi.
- Enters nonprofit meeting information into iPhi.
- Manages updates to the nonprofit employment webpage.
- Communicates with organizations regarding iPhi and GIVEdsm records and online access, including set up.
- Distributes grant checks initiated by Community Impact department and maintains grant files per guidelines and procedures.
- Aids with the preparation for trainings and meetings including printing and assembling packets; prepares meeting minutes when requested.
- Maintains and tracks resource library and follow-up with outstanding items.
- Assists with reports and mailing lists related to Community Impact department needs.

Charitable Giving Department Support

- Provides administrative support to the Charitable Giving team including scheduling meetings, registering staff for events, and coordinating catering and virtual arrangements as requested.
- Provides administrative support to the Charitable Giving Committee and Catalyst Circle including meeting logistics, packet preparation and minutes.
- Updates current and prospective fund holder records in iPhi as directed by Charitable Giving staff.
- Assists in the administrative elements of fund establishment and amendments in iPhi.
- Develops an understanding of the development process including, but not limited to, fund types, required forms, donor information, prospects and prospect correspondence, database system data entry.

Reception Support

- Serves as primary backup for reception duties and front desk coverage.
- Amicably receives and assists visitors or callers to the Community Foundation, determines nature of business and announces visitors to appropriate staff.
- Closes the building on assigned Fridays for flex Friday rotation.

General Support

- Provides excellent customer service to donors, fund holders and community stakeholders.
- Creates and updates procedure manuals and processing guides related to position responsibilities.
- Ensures cross-training across all administrative positions and establishes a high level of communication and support amongst the administrative team.
- Monitors and assists in assuring an organized office environment.
- Performs individual and organizational record setup and updates in iPhi per Community Foundation guidelines and procedures.
- Provides general information to the public or constituents and refers requests for specific or technical information to the appropriate Community Foundation staff.
- Prepares and compiles packets and mailings, creates merged letters and labels and other clerical duties as needed, such as filing, photocopying, collating and scanning.
- Maintains working files in accordance with the record retention policy. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Maintains confidentiality of Community Foundation affairs in communications, both written and oral, and assures such through appropriate filing and disposal of materials.
- Other duties as assigned, as they relate to the daily operation of Community Foundation.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Associate's degree from a two-year college or business school preferred. Two to five years related administrative assistant experience; or equivalent combination of education and experience.

Language Ability

Excellent writing, proofreading and critical thinking skills. Must have excellent interpersonal and communication skills. Ability to effectively present information to customers, clients, and other employees of the organization.

Cognitive Demands

Proven ability to manage multiple projects and tasks simultaneously, set priorities, handle numerous responsibilities, and work both independently and in a team environment. Adaptable attitude, attention to detail, organized, self-starter, creative, requires little regular supervision. Able to interface well with a variety of people. Ability to apply common sense understanding to carry out instructions furnished in written or oral form.

Computer Skills

To perform this job successfully, an individual should have extensive knowledge of Word, Excel, and Outlook. Database management preferred. Adept in learning new software tools. Able to work with and perform research on the Internet.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hand to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

APPLICATION PROCESS

Interested applicants should submit their resume, cover letter and salary requirements [via this electronic form](#). We encourage anyone considering the position to apply. The Community Foundation is committed to pay equity and provides a comprehensive compensation package which includes annual salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or [upon inquiry](#). Initial applications will be accepted until the appropriate candidate is identified.