COMMUNITY FOUNDATION OF GREATER DES MOINES
For over 50 years, the Community Foundation of Greater Des Moines has improved quality of life for all by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. We’re simply better together.

PURPOSE OF POSITION
The Administrative Assistant provides administrative support to the Community Foundation leadership and staff. This position supports the overall operations of the organization in addition to reception duties as needed.

The Administrative Assistant handles responsibilities such as scheduling meetings, registering staff for events, and coordinating catering and virtual arrangements as requested. This position establishes and maintains records in the organization’s electronic organizational database and technology platform, and enters tasks, contacts, and meeting information into the database. The Administrative Assistant distributes checks and processes letters, folders, and change forms. Additional duties include the maintenance of electronic and physical fund files per established procedures, preparing for trainings and meetings, and assisting with reports and mailing lists as requested.

The Administrative Assistant serves as backup for reception and front desk coverage including welcoming guests and assisting visitors or callers to the Community Foundation, processing correspondence, providing general information to the public or constituents and referring requests for specific information to appropriate staff. This position assists with meetings including set-up, support and clean-up.

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

QUALIFICATIONS
Associate 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.

SALARY
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.

APPLICATION PROCESS
Interested applicants should submit their resume, cover letter, salary requirements and three references to Barb Hobson at hobson@desmoinesfoundation.org. We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified.
The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.