
Community Foundation for the Twin Tiers (CFTT)

POSTION DESCRIPTION

TITLE: Administrative Assistant **EFFECTIVE DATE:** 1 / 1 / 07
HIRING: By CEO **EXEMPT/NONEXEMPT STATUS:** Exempt
REPORTS TO: CEO **SUPERVISES:** Volunteer Office Help

JOB SUMMARY: The *Administrative Assistant* is to provide professional management assistance to the CEO by managing office functions of the foundation. The AA also provides assistance to the CEO in directing the overall programs and administrative activities of the CFTT in carrying out its purposes and goals. The AA may be asked by the CEO to perform specific functions or assume certain responsibilities in specific areas of the community foundation's work such as asset development, grants and program support, financial management, donor services, outreach support, communications, and Board relations and Board committee support.

MINIMUM EMPLOYMENT REQUIREMENTS:

Knowledge, skills and abilities: It is expected that the Administrative Assistant (AA) will have the skills necessary to perform tasks relating to the Foundation's activities and responsibilities. The AA will have demonstrated ability, organizational and management skills to provide needed assistance to the CEO. The AA must have good oral and verbal communication skills and the ability to use computer-related software and office technology to accomplish tasks (e.g., wordprocessing, database, spreadsheet, accounting and presentation software as well as Internet resources. The AA will have good listening skills and the ability to work with diverse groups of people and strong organizational, planning, and multi-tasking skills. The AA must have the ability to understand and work with financial information and have the impeccable ethical standards needed for this work and will maintain trustworthiness in all aspects of his/her work for the Foundation. The AA is expected to manage a variety of assignments and to produce high quality work in a timely and professional manner. It is also expected that the AA will have a genuine appreciation of and respect for the mission of the Foundation and the betterment of the community.

Education and Experience: High school degree and at least three years experience in office or organizational management.

Physical demands and Working Conditions: Must be able to work in a variety of settings; must be able to operate and have access to a vehicle for work-related travel (with mileage reimbursement); operate office and computer-related equipment; must be able to maintain composure and service orientation while managing multiple deadlines or working with challenging personalities.

Confidentiality: Will have access to confidential/sensitive information – must maintain strict confidentiality. Must be able to separate personal opinion from the official voice of the Foundation.

MAJOR TASKS, DUTIES, & RESPONSIBILITIES

FINANCIAL MANAGEMENT:

Monitor the Due Diligence Calendar and directly fulfill as many requirements as possible (issuing grants from donor-designated funds, assuring tax-related compliance, etc.)

Assist the CEO in staffing the Finance/Investment Committee. In that role, the AA will prepare reports and documents as needed or assigned.

Pay invoices and track receivables

Do gift receipt and acknowledgement: record gifts, assure acknowledgement (in partnership with the CEO), and assure coordination of data entry

Prepare all gifts, grants, and contributor reports for the Annual Report

Prepare donor-defined grants summaries for Board review and approval

Do tasks as assigned by the CEO as part of the control process

Process/oversee payroll

GRANTS AND PROGRAM SUPPORT:

Be the first point of contact for the Foundation. The AA will handle all inquiries and requests, referring them to appropriate staff or others and handling as many as possible directly.

Assist the CEO with cultivation and solicitation (preparation of all materials and packets, scheduling of meetings), special events (invitations, attendance, arrangements) and other needs as may arise.

Manage the discretionary grants process: Provision of applications, response to inquiries, arranging meetings, receiving and tracking applications, checking for compliance, notifying applicants of decisions, sending media alerts when the process begins and writing/sending the announcement of grants decisions.

Maintain master mailing files and do discretionary grants data entry

Manage the donor-defined grants process: notify donor advisors of amounts available, receive and check on grant recommendations, make grants payments and do data entry. Pursue these processes through to completion, according to the timing specified in the fund agreement or the Due Diligence Calendar. Maintain contact with designated grantees.

Manage the scholarship grants process. Contact schools and other organizations to assure timely distribution of grants from diverse.

Assist the CEO with other grants programs and funds. Schedule meetings, send reminders to applicants, receive and distribute proposals, notify applicants of results, maintain files.)

OFFICE OPERATIONS:

Supervise staff and volunteers and represent the Foundation in the absence of the CEO

Maintain staff and volunteer schedules, including all leave time, appointments, etc. to insure that the Foundation office is manned during regular office hours

Responsible for the appearance and maintenance of the Foundation's Office, including all equipment., materials, and supplies according to Foundation goals, objectives, and policies within the framework of the approved budget

Coordinate activities with suppliers, consultants and other vendors

Maintain an inventory of supplies and working equipment. The AA will, with authorization as needed, order supplies and assure the functioning and repair of equipment

Process mail, including bulk mailings and management of the bulk mail account

Maintain the files for the CEO and perform such clerical duties as time and other duties permit. Schedule all Meetings. Survey attendees on availability and preferences; communicate dates/times, track responses, make arrangements (Board meetings, off site meetings), do meeting set-up (gather and duplicate materials, hospitality, etc.)

Troubleshoot computer and other needs; be the first point of contact and the coordinator for computer-related problems and needs

BOARD RELATIONS AND BOARD COMMITTEE SUPPORT:

Assist the CEO in planning and preparing Board agendas. Collect background information, definitions of alternatives with their projected implications, and clarification of issues as needed by the Board

Support the CEO's staffing of the Board and its Committees

Responsible for the preparation of Board Books, including all information needed by the Board for each meeting; causes Board Books to be sent to each Board member at least a week prior to every meeting; and makes all necessary arrangements to insure efficient, comfortable meetings of the Board

Records the minutes of Board meetings and causes minutes to be sent to each Board member immediately following each meeting

ASSET DEVELOPMENT, DONOR SERVICES, OUTREACH SUPPORT, COMMUNICATIONS:

Development of relationships with corporations and private foundations in attracting resources, providing grantmaking services and initiating special cooperative projects

Liaison with community groups and organizations, public awareness projects; publications; organization of special community events

Planning and implement development of special funds, and other measures designed to attract permanent funds serving important community needs

Development and coordination of program for utilizing volunteers in donor relations, grantmaking and administration areas when they can be effective