



ADMINISTRATIVE ASSISTANT

The Community Foundation of Dunn County has been creating a better Dunn County each year for the past 25 years. Read all about what we do, how we do it and how we help make Dunn County a great place to live, work and play at www.cfdunncounty.org!

The Administrative Assistant is part of the Foundation's team of professionals who work together under the core values of integrity, respect, and teamwork to support the mission of the Foundation, strengthening our community for current and future generations by helping people make a difference in the lives of others.

The Administrative Assistant is responsible for providing administrative services to support Foundation staff and assist prospective and existing donors, professional advisors, nonprofit organization representatives, and other Foundation audiences.

The Administrative Assistant will provide administrative organizational support to the Executive Director and the Donor Stewardship Director.

This is a full time position with salary commensurate with experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Duties

- Answers, screens and routes telephone calls promptly.
- Presents the office in a gracious, welcoming, and professional manner.
- Serves as a front-line resource answering calls, emails and other correspondence.
- Organize and schedule appointments, plan meetings, take detailed minutes, prepare and modify documents including: correspondence, reports, drafts, memos, as well as, individual and blast emails.
- Manage calendars, primarily for the Executive Director.
- Create and compile documents for a variety of uses across all areas of the Foundation. Create data focused reports and visual presentations.
- Maintain files – both paper and electronic.
- Monitor supplies (envelopes, letterhead, etc.).

- Conduct research, assemble informational packets; save/store/file notes from meetings and other contacts as required; coordinate content-specific communications.
- Execute mail merges and generate a variety of mail and email distribution lists from the Foundation's databases.
- Maintains financial professional, organization, donor, and account records in database.
- Plan and coordinate event details as needed.

Database Management

- Enter and edit contact information in the donor database, including any interactions provided by other staff.
- Timely and accurate recording of all incoming checks for deposit and mailing of gift receipts and thank you letters.
- Maintenance of all Accounts Payable.
- Preparation of computerized spreadsheets, models, graphics and reports as needed.
- General journal voucher entry and preparation.
- Preparation of routine monthly financial reports.
- Pledge entry; Coordinate mailing of both payment and pledge acknowledgment letters.
- Condolence letters.
- Interaction with donors: including answering account questions.

EDUCATION AND/OR EXPERIENCE

- Minimum of an associate degree or 3+ years of administrative support experience with increasing responsibility.
- Demonstrated proficiency using Microsoft Office Suite, including Word, Excel, Outlook and PowerPoint, as well as Adobe Acrobat. Must be proficient working in Excel for producing a variety of reports.
- Experience working with a relational database a plus.
- Desire to utilize and adapt best practices for various technology applications.

REQUIRED SKILLS/ABILITIES

- Strong verbal, written and interpersonal skills; ability to communicate professionally to a diverse audience.
- Strong administrative skills, including strong attention to detail, time management, project management, and organization. Extremely accurate with above average attention to detail.
- To perform this job successfully, an individual should be proficient with technology, Microsoft Office Suite, especially Excel and Power Point, formal document preparation and database management, familiarity with development software a plus.
- Must also have familiarity with e-mail and Internet applications as well as a willingness and ability to learn new programs.

- Deep commitment to philanthropy and the social sector. Sense of humor, positive, flexible, and self-motivated.
- Ability to quickly embrace and incorporate direct feedback. Strong level of initiative; enjoys working in a collaborative team environment and being a member of a dynamic, motivated and energetic team.
- Keen sensitivity to confidentiality needs.

WORK ENVIRONMENT / PHYSICAL DEMANDS

Work is generally performed in an office environment and routinely requires employees to perform the following while carrying out the essential functions of this job:

- Use standard office equipment (computer, phone, printer/photocopier, etc.)
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Drive occasionally to offsite businesses for events, meetings, etc.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

APPLICATION PROCEDURE

To apply, please email the following documents to Georgina Tegart, Executive Director at gtegart@cfdunncounty.org in pdf format.

- Cover Letter
- Resume/Curriculum Vitae
- The names, addresses, telephone numbers and email addresses of three (3) professional references

Resumes will be reviewed immediately but the position will remain open until filled.

The Community Foundation is an equal opportunity employer. We support a flexible working culture based on respect and trust. We are a committed team serving an impactful mission to help make Dunn County a better place to live work and play. If you are looking to make a difference and have a career with meaning, please apply to join us!