



Community Foundation of Orange and Sullivan Job Description

JOB TITLE: Administrative Assistant

WORK HOURS: Flexible weekday schedule for total of 20 hours/week
Schedule may be adjusted with advance notice to accommodate board/committee meetings and special events.

GENERAL DESCRIPTION:

The Administrative Assistant will support the overall operations of the Community Foundation of Orange and Sullivan and will be one of the first points of contact for those visiting the Community Foundation office or calling on the phone. This community minded individual will promote the mission, core values and vision of the Community Foundation of Orange and Sullivan and will be an experienced professional who has the sensitivity for maintaining confidentiality and lasting relationships with fund representatives, board/committee members and the staff team.

The Administrative Assistant is responsible for the support of the various administrative activities including opening daily mail, entering donations, generating acknowledgement letters, working in our donor database and more. This position includes supporting special events, meetings and presentations of the Foundation.

The Administrative Assistant is a permanent, non-exempt position. This position will work with and support all staff of CFOS.

MAJOR RESPONSIBILITIES AND DUTIES:

Assist with all administrative functions of the Community Foundation.

Interface via phone, email and in-person with people inquiring about Community Foundation and/or opening donor funds; project a pleasant and professional image at all times. Responsible for opening and sorting daily mail and preparing and logging contributions as well as preparation of accurate gift acknowledgements (within 48 hours of receipt of gift).

Assist the Director of Finance and Operations with posting of deposits and maintenance of Community Suite (Internal accounting and donor database software) records pertaining to donors, supporters and volunteers. Assists with preparing timely and accurate reports from Community Suite and working with

donor fund representatives on online fundraising campaigns, special projects and other duties as requested.

Responsible for tasks associated with meetings of the Executive Committee, Board of Directors, Finance & Investment Committee, Distribution Committee, and various subcommittees. This includes reminder notices & attendance tracking, meeting packet preparation, taking minutes and meeting set-up/refreshments.

Assist with planning and set up for various events, seminars and meetings including attendance tracking, preparation of materials, nametags, refreshments, etc.

Work in Community Suite database to manage profiles, generate mailing lists, donor reports and more to support the operations of the Community Foundation. Willingness to learn this system and think critically about profile management and reporting.

Assist with communications initiatives of the Community Foundation including website updates and Constant Contact e-blast creation.

Assist President and CEO and Development Director in planning and preparing for meetings and presentations and support follow-up process (i.e. letters, donor fund agreements, filing) after presentations have been made to prospective donors and when new funds are established.

Responsible for accurate and timely filing of all official Community Foundation documents including Donor Fund Files.

Support the President and CEO, Director of Finance and Operations, Development Coordinator and Programs and Donor Services Coordinator as needed in all areas.

Meeting Attendance and Special Event Attendance:

- Attend Foundation functions as requested by President and CEO (Annual Reception, committee meetings, donor education events, professional seminars which the Community Foundation hosts).

Additional Duties and Responsibilities:

- Assist Programs and Donor Services Coordinator with scholarship program and grants distribution.
- Follows, maintains, and adheres to established Internal Audit Controls Procedures and Personnel Policy, as well all operational CFOS policies.
- Maintains confidentiality and security of donors/donations, except as contained in annual report.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

Minimum of two-year associate degree preferred and/or experience in a similar or related field.

Strong communication skills, both written and verbal, and excellent spelling, grammar, and punctuation.

Sound judgment with the highest ethical standards.

Strong Computer and technology skills (Microsoft Office Suite, Adobe PDF, WordPress, Constant Contact, etc.) Experience working with a database or program management software is not required, but preferred.

Self-starter with ability to work well under deadline while handling a variety of tasks and projects simultaneously.

Experience preparing factual material and proof reading with a strong attention to detail.
A valid driver's license and use of a personal vehicle is required.

Knowledge of the school districts and nonprofit community in Orange and Sullivan counties preferred. This hourly position offers a range of \$23-\$25 per hour with opportunity for professional development and community engagement. It is a 20 hour per week position, with flexibility around how hours are worked during office hours of Monday – Friday 9 – 4:30.

CFOS is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by Federal, State, or local law.

Community Foundation of Orange and Sullivan is a 501(c)(3) public charity. For more information, visit our website at www.cfosny.org

**If interested, please submit a cover letter and resume to Elizabeth Rowley at elizabeth@cfosny.org
No phone calls, please.**