



Job Title	Responsible To	Date Approved
Administrative Assistant	President & CEO	June 1, 2022

POSITION SUMMARY

Supports the Community Foundation's mission to enrich the quality of life in north central Wisconsin as a key member of our team and as an ambassador for the organization. The Administrative Assistant works closely with all staff members and specifically assisting the President/CEO, the VP of Finance and Administration, and overseeing all data management.

MAJOR RESPONSIBILITIES

Executive Support

- Provides administrative support to the President/CEO in preparing correspondence, reports, and contracts, scheduling meetings, and managing calendar
- Prepares and distributes agenda and board packets to the board and committee members
- Attends board and executive committee meetings recording the minutes & work with President/CEO on post meeting follow-up items
- Coordinates all meeting arrangements including rsvp's, catering needs and post event
- Manages the development and implementation of consistent processes and documentation (and other strategic projects) for successful and efficient operation of the Community Foundation

Office Administration

- Maintains staff calendars and scheduling of meetings for all staff and maintains conference room schedule
- Maintain reception desk area by greeting visitors and referring them to the appropriate staff
- Answering incoming phone calls
- Collect, open, sort and distribute all mail and correspondence
- Responsible for ordering general office supplies & materials

Database Management

- Process donations, prepare receipts and acknowledgements into donor database, ensuring the integrity of the database
- Generate pledge reminders and invoices
- Serves as primary lead on updating donor records and demographic information on a constant basis
- Generate database-driven reports
- Ability to properly maintain all foundation documents, records and reports (electronic scanning)

QUALIFICATIONS & REQUIREMENTS

- Understands and supports the mission and goals of the Community Foundation of North Central Wisconsin



- Understand and supports the general operations of the Community Foundation
- Passionate about making this a more vibrant and livable community
- Ability to maintain strict confidentiality of sensitive information
- Sensitive to our diverse constituents, including many ages, races, income levels, and interest areas and any other class protected by law
- Knowledgeable of Microsoft Word, Excel, Outlook and database management
- Professional and courteous interpersonal, written, and oral communication skills
- Detail oriented, organized, self-starter with creative and innovative ideas
- Ability to manage multiple tasks while delivering results per timeline
- Flexible and adaptable to the changing needs of the foundation

EDUCATION AND/OR EXPERIENCE

- Completion of an Associate's Degree and/or demonstrated office experience
- Experience working with relational databases preferred