

## Wyoming Community Foundation Job Description

JOB TITLE: Foundation Administrator	REPORTS TO: Chief Operating Officer
Incumbent:	POS. STATUS: Non - Exempt

**POSITION SUMMARY:** The Foundation Administrator works closely with Wyoming Community Foundation (WYCF) staff and all WYCF constituents including donors and grantees. This position is primarily responsible for day-to-day office management, and assisting the President, Executive Staff, and the Board of Directors (BOD).

WYCF is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and how we do business and is an important principle of sound business management.

### **Position Functions & Responsibilities**

#### **A. 40% - Foundation Administration**

- Provides standard office administration services including managing all outgoing mail, phone, equipment, fleet vehicle and conference room scheduling, office supply ordering, and clerical support for the functioning of the office
- Coordinates staff meeting logistics including meals, space and technology needs
- Primary point of contact for coordinating IT support and ongoing system and network maintenance
- Primary point of contact for building maintenance, presentation of common areas, routine vehicle maintenance and maintenance for general office equipment
- Maintains organized filing systems (paper and electronic records) and supply cabinets
- Serves as backup for Accounting Associate as needed

#### **B. 35% - Governance and Administration/Board Duties**

- Coordinates logistics of quarterly Board meetings including reserving room blocks, staff reservations, meal plans, communication with the BOD and assisting with evening reception
- Attends quarterly Board of Directors meetings and provides administrative support including calendar, minutes, agendas, handouts, intranet board packet materials, meeting management and IT support for the BOD
- Primary liaison for the Governance Committee including management and execution of scheduling, managing logistics and confirmation of meetings, minutes, agendas, reporting on action items and maintaining all documents of the committee
- Maintains all documentation required for National Standards and coordinates the certification process

#### **C. 25% - Administrative Support**

- Provide high-level administrative support to President, Chief Executive staff and other Directors
- Manage calendars, schedule appointments, and make travel arrangements for Chief Executives as needed
- Drafts letters, memos, and emails in a professional manner and with complete confidentiality
- Organizes, reviews, and submits monthly expense reports on behalf of the President
- Performs other duties as assigned by the President and Chief Executive staff

### **Experience & Qualifications**

- Bachelor's degree preferred, or significant work experience; experience with bookkeeping or accounting preferred
- Ability to manage multiple projects with high attention to detail and to meet varying deadlines
- Ability to accomplish projects with minimal direct supervision
- Strong computer skills, especially with Microsoft Office and Adobe
- Ability to develop strong relationships and partnerships with individuals from diverse and marginalized backgrounds
- Skill in managing complaints and/or customer service

### **Personal Attributes & Physical Demands**

- Must have analytical and organizational skills
- Must have excellent listening, oral and written communication skills in English
- Must have a high degree of self-awareness and emotional intelligence
- Daily communication via phone, email and in-person in English
- Ability to work daily and function effectively in stressful situations
- Frequent extended hours in front of a computer screen (technology provided by WYCF)
- Regular attendance is an essential job function. This position will typically work 40 hours per week, Monday – Friday.
- May be required to work occasional overtime hours as needed to meet deadlines
- Must be able to perform the essential duties and responsibilities requiring a high level of mental effort and strain
- Some lifting of boxes may be necessary – up to 30 lbs.
- Adheres to all company policies and procedures and maintains a safe work environment
- Occasional travel is required; must have a valid driver license

The Wyoming Community Foundation aspires to create a safe, welcoming, and supportive environment for individuals from diverse and marginalized backgrounds, including those with disabilities. I understand I am responsible for notifying my employer if any reasonable accommodations are required to perform my job duties as outlined.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*This position description covers the major purpose and essential functions of the position. It is not intended to give all the details or a step-by-step account of the way each task is to be performed. Employees may receive other job-related instructions and be required to perform other job-related functions requested by management. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.*

Sensitivity level of information handled in this position: **HIGH\***

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\* **HIGH** - Sensitivity information level – all data, fund records and other materials are considered confidential and can only be shared with other authorized WYCF personnel with the same classification. Sharing this information/data with any unauthorized personnel can be grounds for termination.