Job Description

Title: Administrative Assistant Grantmaking and Development

FLSA Status: Non-Exempt

Department: Administration

Reports To: Operations Manager

Revision Date: December 2021

Direct Reports: None

PURPOSE OF POSITION

This position provides exceptional, professional customer service and hospitality to all visitors, in person and over the phone. In addition this position will provide exceptional administrative support to the Grantmaking and Community Initiatives and Development departments as well as support to the overall operation of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are fundamental duties that an individual who holds the position must perform. This is not an exhaustive list. Other duties, in addition to these essential job functions, will be assigned at the discretion of the Operations Manager.

Operations:

• Receive and assist visitors and callers to the Foundation in a professional and enthusiastic manner, provide general information and refer them to proper staff person.
• Provide back-up for proper distribution of incoming and outgoing Foundation mail, including preparing checks for deposit.
• Provide back-up support for office meeting room management:
  • Provide hospitality to outside groups using the Foundation’s meeting spaces.
  • Managing office and meeting room calendars and take reservations for all Foundation hosted events (including some off-site meetings).
  • Ensure a clean and professional appearance of common areas of the office, including reception and conference areas.
  • Handle physical arrangement for meetings including setup, materials, serving beverages, caterer ordering and clean-up.
• Assist with Foundation events, including planning assistance, mailings, registration, and nametag preparation.
• Capture and entry of information for database to help keep information up to date.
• Prepare and/or distribute day-to-day correspondence and maintain Foundation files as needed.
• Assist in projects as needed.

Grantmaking and Community Initiatives
• Support with grant, scholarship, and community initiative activities, including correspondence, data entry, record keeping, preparation of meeting materials, taking minutes and arranging meetings and events.
• Support private foundation services, including correspondence, record keeping, preparation of meeting materials, taking minutes and arranging meetings and events.
• Support T4T program, including correspondence, preparation of meeting materials, data entry, and arranging meetings and events.

Development
• Provide backup gift processing and Endow Iowa Application support as needed.
• Support with development and stewardship activities, including correspondence, data entry, record keeping, preparation of meeting materials, taking minutes and arranging meetings and events.

Affiliate Main Point of Contact
• Serve as the Community Foundation’s main point of contact for Affiliate relations, referring to proper staff with inquiries.
• Maintaining up to date records for all Affiliate advisory Board members and their Conflicts of Interest disclosures, and Affiliate advisory board meeting minutes and materials.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES
• Exceptional hospitality
• Professional communication and manner with strong customer service skills.
• Ability to work independently and as a team member in a fast-paced environment.
• Meticulous attention to detail.
• Ability to take ownership of projects, manage them and see them to completion.
• Ability to communicate well with people of diverse backgrounds and contribute to the climate of inclusivity.
• Ability to manage multiple projects and meet deadlines.
• Excellent time management and organizational skills, and the ability to ask for help when needed.
EDUCATION and/or EXPERIENCE

- Courses in related fields and at least 3 years of related experience required. Associates degree or commensurate accreditation preferred.
- Current computer skills, including advanced use in Microsoft Office products as well as database software, manipulation and management.

PHYSICAL DEMANDS & ENVIRONMENTAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate walking, standing, climbing, lifting, pushing and pulling up to 50 lbs., carrying, stooping, bending, kneeling, and reaching. Work primarily inside. Speaking and active listening. Frequent sitting for long periods of time.

Quad Cities Community Foundation is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, the Quad Cities Community Foundation will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Quad Cities Community Foundation.