



## **Flourish with us as our Administrative and Office Specialist!**

Join our team of dedicated professionals in strengthening our community for current and future generations by helping people make a difference in the lives of all.

As the Administrative and Office Specialist, you will be responsible for assisting the Finance and Operations Department as well as the Donor Services & Gift Planning Department. The position also will manage the building facilities, general office operations and supervise the Front Desk Coordinator.

If you have 2-5 years of experience in an administrative assistant or office management role and 1-3 years of experience supervising others, we want to hear from you! Exceptional attention to detail and excellent communication and interpersonal skills are required. Please see the detailed job description below.

We have been certified since 2022 as a silver-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce. This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes dental, health, and vision insurance, 401(k), paid time off, paid volunteer hours, and professional development. The position is expected to work 40 hours per week. The starting salary is \$25.85 per hour. A start date no later than November 2024 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to [careers@cfoxvalley.org](mailto:careers@cfoxvalley.org) using the following email subject line: Administrative and Office Specialist.**



## Job Description

**POSITION TITLE:** Administrative and Office Specialist

**DEPARTMENT:** Finance and Operations

**LOCATION:** Community Foundation for the Fox Valley Region 4455 W. Lawrence St. Appleton, WI 54914

**REPORTING TO:** Chief Financial Officer (CFO)

**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Non-Exempt

**CLASSIFICATION:** Full-Time Benefits Eligible

**LAST UPDATED:** September 2024

### POSITION SUMMARY

The **Administrative and Office Specialist** is part of the Foundation's dedicated team of professionals who work together under the core values of stewardship, teamwork, respect, integrity, and diversity, equity, inclusion, and antiracism (DEIAR) to support the strategic direction and mission of the Foundation, strengthening our community for current and future generations by helping people make a difference in the lives of all.

The **Administrative and Office Specialist** is responsible for assisting the Finance and Operations Department as well as the Donor Services & Gift Planning Department. The position also will manage the building facilities, general office operations and supervise the Front Desk Coordinator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Fundamental Responsibilities

#### Administrative Duties

- Provide administrative support to the Chief Financial Officer (CFO) and Vice President of Donor Services & Gift Planning (VP of DS & GP)
- Prepare correspondence and committee packets for CFO and VP of DS & GP – includes transcribing dictation and preparing other correspondence, reviewing outgoing materials and correspondence for accuracy and consistency, composes correspondence independently, and formats presentations, proposals, and packets
- Maintain and build files for projects, committee, and stakeholder work, including eblasts, fund documents, new fund orientation materials, and fund advisor meetings
- Provide administrative services for committees, including arranging meetings, developing meeting agendas, memos, and reports; attending meetings and taking minutes; typing, filing, and distributing meeting minutes, and uploading meeting documents to web portal while maintaining the confidentiality of information
- Set up meeting rooms for committees and other meetings as assigned
- Assist the DS & GP department in administrating grant cycles
- Project manage eblast process
- Assist in coordination of end of year matching grant opportunities and grant catalog
- Schedule, set up, and coordinate meetings for fund advisors
- Research nonprofits and community needs
- Pull and review reports from database and various sources to further engage with fund holders
- Create and update records in database
- Support Donor Services team as necessary in the administration of funds
- Assist in planning and coordination of Donor Services & Gift Planning team events

#### Office Duties

- Responsible for coordinating the facilities day-to-day operations, maintenance, housekeeping, and general security of the building



- Ensures the office is presentable, open and welcoming to team members and the community, supplies and provisions are available and stocked, and open office hours are staffed as appropriate
- Manages facility vendors and submits vendor invoices for processing, to ensure safe, clean, and efficient workplace and community gathering space
- Assists in managing inventory of I.T. and assigned office equipment and workspaces, under the direction of the CFO and Director of Database
- Supervises the Front Office Coordinator, including coordinating backup for this position
- Respond to requests and questions about office operations
- Support the HR department in facilitating office policies and onboarding and offboarding employees
- Assist with office layout planning and office moves
- Identify opportunities for process and office management improvements
- Manage room reservations for third parties (external to the Foundation)

***This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.***

#### **EDUCATION AND/OR EXPERIENCE**

- 2-5 years of work experience in an administrative assistant / office management role and 1-3 years of experience supervising others

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Able to demonstrate teamwork, respect, integrity, stewardship, and DEIAR throughout work and interactions
- Strong time-management skills, high degree of flexibility, ability to prioritize competing issues
- Must have exceptional attention to detail, including proofreading skills
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Computer savvy, with an aptitude to learn new systems and procedures
- Hands-on experience with office machines and equipment (a plus)
- Experience developing internal systems
- Ability to maintain confidentiality of company information

#### **WORK ENVIRONMENT AND JOB SPECIFICATIONS**

**The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions of this job.**

- Primarily perform work in an office environment, under a hybrid work environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position
- Work with frequent interruption
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally to surrounding area businesses for events, meetings, etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.***