



Fairfield Community Foundation
Job Description
Administrative Assistant

Position Title: Administrative Assistant (Part-time)

Reports to: President

FLSA Status: Non-exempt

Summary: To assist the President, Board Members, and volunteers in carrying out the Foundation's mission to "enhance and strengthen the quality of life for citizens of Greater Fairfield and surrounding areas."

Qualifications:

- Shall hold at least a high school diploma or G.E.D. (college degree and non-profit working experience is a plus).
- Must have experience with Microsoft Office, QuickBooks, Publisher, PowerPoint, Constant Contact, data entry and office management.
- Must possess excellent communication and organizational skills.
- Must possess accounting and financial skills.
- Must possess a valid driver's license and reliable transportation with adequate insurance.
- Must provide an acceptable background check.

Key Responsibilities:

- Assist the President in the daily operations including general clerical duties, handles phone calls/visitors daily, interfaces with donors, volunteers, grant and scholarship recipients and general public representing the Fairfield Community Foundation in a professional manner. Customer service mindset a must.
- Assist the President with maintaining the Database: input potential and current donors, produce reports, input donations, and back-up files.
- Assist the President with maintaining the Database of grants awarded, follow-up of grants progress, and tracking of historical grants.
- Daily use of Community Pearl – Software Accounting System for Foundation inputting donor, member, grant and transaction information.
- Assist the President with maintaining donor records by entering all transactions and assist with the maintenance of monthly financial records, generating reports and minutes for the President and Board.
- Assist the President with meeting the needs of Board Members, Members, Donors and Volunteers.
- Daily use of Microsoft Office programs. Responsible for daily correspondence, assist with the production of materials including, but not limited to marketing materials, annual meeting materials, and special event materials.
- Assist the President with management and maintenance of the Foundation social media sites.
- Oversee the efficient procurement of office supplies while operating within annual budget guidelines. Maintain equipment in efficient operating condition.

Working Conditions:

Normal work week is 30 hours per week. Some meetings and/or special events require time outside of the regular workweek. Work environment is a typical office setting.