

Cumberland Community Foundation Administrative Assistant Position Announcement

Cumberland Community Foundation is seeking an experienced administrative assistant to join our team and contribute to our mission. The primary responsibilities of this position are to provide executive-level administrative support for the executive director, to staff the reception desk (service for grantees, building occupants, volunteers, and donors). Additional duties include assisting with bookkeeping, meeting management, and special projects, as needed.

Duties / description of work:

Specific duties may include but are not limited to the following list:

- Provide administrative support for the Executive Director.
- Staff the reception desk and provide service for all visitors, including donors, grantees, building occupants, volunteers, and vendors.
- Prepare reports, presentations, memos, letters, invoices, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Conduct research, compile data, and prepare papers for consideration and presentation by the Executive Director.
- Gift entry, deposit preparation, basic bookkeeping activities.
- Attend meetings to record minutes and develop after-action plan. Compile, transcribe, and distribute minutes of meetings. Follow up on actions required.
- Greet visitors, provide information and service, and determine whether they should be given access to another employee, an appointment to return, or a referral outside the organization.
- Perform general office duties, such as ordering supplies, maintaining records, scheduling, managing database systems.
- File and retrieve corporate documents, records, and reports.
- Collect, open, sort, and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for Executive Director and board members.
- Prepare responses to correspondence containing routine inquiries.
- Meeting management - prepare agendas and make arrangements, such as coordinating catering for luncheons, for committee, board, and other meetings. Set up and break down.
- Manage and maintain Executive Director's schedule.
- Assist with training of staff, board and other volunteers by scheduling training or organizing training material.
- Organize and oversee administrative policies and procedures for organization.
- Serve alternating with another employee as the off-hours emergency contact for burglar alarm service (Holmes Electric Security).
- Maintain donor files and administer contact management system for Executive Director.
- Assist with gift entry, gift acknowledgements, and deposit preparation, as scheduled.

Knowledge, skills, abilities:

- Service orientation. Actively looking for ways to help people.
- Adaptive and flexible. Capacity and willingness to adapt to changing needs of the foundation.

- Critical thinking skills. Able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Good communicator. Excellent written, oral and interpersonal communications skills.
- Socially perceptive. Skilled in communicating with the foundation's diverse constituents, including many ages, races, income levels, neighborhoods, and interest areas.
- Ability to maintain confidentiality and exercise utmost discretion in all transactions.
- Detailed, organized, and self directed. Ability to work independently and to manage multiple deadlines under time pressure.
- Strong working knowledge of office automation and software, including Microsoft Office, Outlook, PowerPoint, Word, Excel and online services.
- Knowledge of social networking site management (Facebook) and on-line survey tools (Survey Monkey) are a plus.
- Experience with database management and special events are a plus.

Physical requirements:

- Must be able to sit at a desk for extended time every day.
- Must be able to use a computer and keyboard for extended time every day.
- Must be able to lift and carry boxes weighing up to 20 pounds for 50 yards.
- Must be able to set up and break down 10 tables and 60 chairs for a meeting within 45 minutes.
- Must be able to lift and carry boxes weighing up to 20 pounds while walking up and down 25 stair steps.

Other requirements:

- Must have 3 or more years of similar work experience.
- Must have excellent references from previous or current employer(s).
- Must have driver's license and access to car at work daily. Some in-town driving required.
- Resident of Cumberland County, NC preferred.
- Must have high school degree. Two year associate's degree or college degree preferred.
- Must pass pre-employment drug screening.
- Must undergo/pass a criminal records background check.

Other details:

Position: Full Time; Nonexempt; Reports to Executive Director
Hours: 8:30 a.m. to 5 p.m. Minimum 37.5 hour work week with occasional evening events and/or overtime work required.
Salary: Range of \$10/hour to \$15/hour depending on experience and skills.
Benefits: After probationary period, benefits include Group Health Insurance Plan, Retirement Plan, Paid Holidays (10), Paid Time Off (20 Days)
Open Until: Position open until filled.

How to apply: Send a cover letter, resume, and three references and their contact information:

By mail to:

Administrative Position
Cumberland Community Foundation
PO Box 2345
Fayetteville, NC 28302-2345

Optional: To speed review, in addition to the submission by mail you may also send the information by email to mary@cumberlandcf.org PDF file format preferred.

No phone calls.

Hiring process:

- Applications will be considered beginning January 30, 2012 and as received thereafter until position filled.
- Finalists may be called back for a second interview including skills evaluation lasting two hours.
- References will be checked and screening will occur.
- Once a hiring decision has been made, we will update our website home page announcing that the position has been filled. We apologize in advance that we will not be able to contact each applicant personally.

Candidate must be available to work on or before March 1, 2012.

No phone calls.

Cumberland Community Foundation is a 501(c)3 charitable foundation established in 1980 to improve the quality of life in Cumberland County, NC by through philanthropy. For more information about Cumberland Community Foundation go to www.cumberlandcf.org and read recent articles in *The Fayetteville Observer* archives.