

**Administrative Assistant**

**About the Foundation**

Richard and Ethel Herzfeld were active in the Milwaukee community and contributed significant time and resources to enriching cultural life in the City. Sparked by a spirit of innovation and recognizing the need to adapt to an ever-changing world, both took a lively interest in all aspects of the greater Milwaukee area and ways to enhance the quality of life of its institutions and citizens. Please read more about the Founders on our website.

<https://www.herzfeldfoundation.org/>

**Our Mission**

The Herzfeld Foundation is a private grantmaking foundation that awards grants in the areas of Arts, Education and Community, with an emphasis on nonprofit organizations that benefit the people of Milwaukee.

**Job Summary**

The Administrative Assistant supports the Vice President. This position handles confidential information with the utmost discretion and provides a broad knowledge base of organizational operations to effectively navigate and identify the right points of contact and build strong relationships across the Foundation’s network of partners. This position requires a high level of technical skills, initiative, customer service, and independent judgment. This position reports to the Vice President.

**Responsibilities**

Programming

* Prepare digital board meeting book, documents, presentation slides, and other materials as necessary for staff and the Board of Directors
* Update and maintain Blackbaud grantmaking database
* Coordinate logistics for Board meetings including scheduling meetings, securing locations, setting up technology needs and coordinating meals
* Attending Board meetings and drafting Board meeting minutes

Finance

* Management of the QuickBooks accounting software
* Reconciling bank statements, credit card bills, and collecting receipts and background for expenses. Create check list of all ACH monthly transactions
* Overseeing payments to vendors including health insurance, rent, utilities, and other vendors as needed
* Regularly uploading online invoices, payment confirmations and other financial documents to the Foundation’s cloud-based network

Leadership support

* Day to day management of the Foundation’s three annual grant cycles, grant reporting and grants database
* Create grant application documents and grant report documents for distribution to the Vice President
* Create and update annual reports
* Anticipating and resolving scheduling conflicts
* Participating in weekly meetings and creating weekly goals

Communication

* Providing point of contact and communications as needed
* Coordinating periodic meetings and appointments with grantees
* Establishing relationships with other grantors in region to maintain best practices/standard office protocols

**Qualifications**

The ideal candidate will embody the following traits:

* Believes in the vision of the Herzfeld Foundation, fosters a mission-driven culture, and models the Foundation’s ethical standards.
* Exhibits initiative, discretion, and close attention to detail.
* Persists in achieving outcomes, exploring multiple options and iterating until the goal is met.
* Processes new ideas and information quickly, exercises independent judgement, and aims for concrete and verifiable results.
* Builds rapport and new relationships with ease, and helps make connections between Foundation staff and potential partners, grantees, and collaborators.

Key Qualifications

* Demonstrated excellence in executive administrative support, with a strong preference for at least three years of relevant experience.
* Outstanding attention to detail and excellent organizational skills.
* Fantastic interpersonal skills, customer service orientation, and ability to communicate with people across the social and political spectrum.
* Demonstrated ability to multitask, prioritize workload, and adhere to deadlines.
* Advanced proficiency with computer software, including Microsoft Office, QuickBooks, Blackbaud database, with the capacity and willingness to quickly master new programs.

Compensation

This is an outstanding opportunity to work with strong leaders across the Herzfeld Foundation. We offer a competitive compensation package based on a 10-20 hour per week schedule.

**How to Apply**

The Herzfeld Foundation is an equal opportunity employer. It is our policy to provide equal employment opportunity in full compliance with all federal, state, and local laws. The Foundation’s policy applies to all terms, conditions, and privileges of employment and prohibits discrimination based on race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, height, weight, military status, and any other characteristic protected by federal, state, or local laws.

Interested candidates should send a cover letter and resume to [jdahms@herzfeldfoundation.org](mailto:jdahms@herzfeldfoundation.org) .

Please, no phone calls.