



### **Position Description: Foundation Administrative Assistant**

The Inclusa Foundation is a newly formed statewide nonprofit organization devoted to fostering diverse and inclusive communities for elders and adults with disabilities. Through the lens of Community®, a model of support, we leverage valued programs, impactful partnerships, and innovative practices to transform communities across Wisconsin.

This new position seeks a detail-oriented administrative professional who enjoys providing an exceptionally high level of service to internal and external constituents and desires to play a key role in a dynamic organization. Reporting to the Executive Director, this flexible full-time position is based in Stevens Point and must be able to work from the Stevens Point office as needed. Candidates must be detail-oriented, possess a broad set of administrative skills and be able to work independently with a high-level of accuracy.

### **Essential functions and key responsibilities:**

- Manage all physical incoming mail, outgoing mailings including mail-merge and postage, and Foundation voicemail;
- Manage file and data management;
- Manage accounts receivables and secure payments in a timely manner;
- Maintain all board meeting materials and records including meeting minutes, financial reports and committee reports;
- Maintain positive ongoing communication and support to board members;
- Coordinate meeting materials, audio visual needs and meeting details;
- Maintain grant management database, assuring timely and accurate reporting;
- Supports the Program Officer with grant processing;
- Maintain positive ongoing communication with funding seekers, grantees and ongoing funding partners;
- Assists with event set up and breakdown;
- Organization and attendance at virtual and on-site events and meetings;
- Write and produce communications to internal and external audiences as directed by the executive director;
- Coordinate with website developers to manage and update website as needed;
- Potential to assist in coordination and management of Commons building events and access;
- Potential to assist with social media communications;
- Other duties as assigned by the Inclusa Foundation Executive Director.

### **Desired Qualifications and Requirements:**

- Minimum of five (5) years related experience providing complex administrative support to C-level executives in operational and administrative duties;
- Experience working in a non-profit setting preferred, but not required;

- Adept writing and editing skills. Comfortable drafting correspondence and presentations;
- Proficiency in typical business applications such as Microsoft Outlook, Microsoft Word, Microsoft Powerpoint, Microsoft Excel, and Microsoft Publisher;
- Exemplary verbal, written and interpersonal skills;
- Professional demeanor with a strong work ethic, initiative, and confidence;
- Ability to work independently and collaboratively with individuals from diverse backgrounds;
- Superior organizational, time management and project management skills;
- Solutions-focused with an ability to problem solve and offer solutions;
- Familiarity with print production process and event coordination;
- Commitment to systems, processes, policies, database, and reporting integrity;
- Willingness to learn and oversee adoption of grant management software;
- Willingness to seek out, learn and implement innovative technologies and ways of doing things;
- Experience with web technologies and social media management preferred;
- Strong interpersonal and customer care skills with the ability to communicate successfully through multiple channels.

**Compensation and benefits:**

The Foundation is committed to providing a competitive salary and benefits package.

The salary range for this position is \$45,000 - \$55,000 annually commensurate with experience.

Position includes generous benefits including:

- Retirement with Company Match
- Excellent Medical, Dental, and Vision Insurance
- Time Off Benefits including Vacation, Sick-time, and Holidays
- Work/Life balance

**Working conditions:**

Schedule: This position is located in Stevens Point, Wisconsin and offers flexibility in work locations. The typical schedule is Monday-Friday. Occasional weekend days or after-hours events.

Office: The Inclusa Foundation office is located within the Commons Community Nonprofit Center in Stevens Point, Wisconsin. The Commons houses ten non-profit organizations that collectively share space and resources, reducing operational costs allowing for greater individual and collective impact.

Travel: Some in-state travel is required in this position. Must have a valid driver's license, reliable personal vehicle, and proof of insurance. Travel is reimbursed at the Federal Mileage Rate.

**To apply:**

Please submit your resume and cover letter to [Candise.Miller@InclusaFoundation.org](mailto:Candise.Miller@InclusaFoundation.org) concisely explaining your interest in and relevant skills and experience related to the position, as well as why you want to work at the Inclusa Foundation, applications will be accepted until October 30.

The Inclusa Foundation is an Equal Opportunity employer regardless of race, color, sex, religion, national origin, citizenship, age, disabilities, sexual orientation, or any other legally protected status.