



JOB OPPORTUNITY

ADMINISTRATIVE SPECIALIST

ORGANIZATIONAL OVERVIEW

The Siebert Lutheran Foundation has invested more than \$152 million in Lutheran-affiliated schools, ministries, and human service agencies impacting the lives of families, congregations, and communities since its inception. Visit siebertfoundation.org for more information about our mission and impact.

THE OPPORTUNITY

Siebert Lutheran Foundation is seeking an experienced Administrative Specialist who desires a fulfilling career in a long-term administrative support role. The position offers an opportunity to excel in administrative tasks and significantly contribute to the organization's mission.

This is a full-time position at a Christ-centered foundation that offers the rewarding benefits of impactful, mission-based, and gratifying work within a supportive team and hybrid environment.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent; additional education is a plus;
- Proven experience (a minimum of 3 years) in an administrative role within a collaborative team environment;
- Proficiency in Microsoft Office Suite, Zoom, and grant and/or donor-management platforms;
- Excellent organizational and time management skills with the ability to prioritize tasks effectively;
- Strong written, verbal, and interpersonal communication skills, including listening;
- Ability to maintain confidentiality and handle sensitive information with discretion;
- Extremely detail-oriented and capable of maintaining accuracy in all tasks;
- Proactive problem-solving skills and the ability to work both independently and as part of a team;
- Consistently meets project deadlines; and
- Ability to anticipate needs and proactively offer support and/or recommend solutions.

CONTACTS

This position will have significant contact with Directors, ministry representatives, not-for-profit leaders, clergy, and others related to the work of the Foundation. Given the nature of the Foundation's work with faith-based leaders, strong values, ethics, and moral character are non-negotiable. An active Christian faith commitment is required.

POSITION DESCRIPTION

General Office Administration:

- Schedule meetings as needed with in-person, conference call, and video technology;
- Keep staff calendars up to date with days the office is closed, full-team events, etc.;
- Build staff meeting agendas and assignments calendar;
- Coordinate and liaise with external groups for use of Siebert's conference space;
- Purchase supplies and food for the office and/or events;
- Pick up mail from PO Box in Milwaukee; open, sort, and distribute mail to staff; and
- Record incoming checks.

Grant Administration:

- Coordinate all aspects of the Board-directed Grants Program;
- Initiate and open online grant applications for each cycle (twice per year);
- Compile grant application content for Program Officers' review;
- Enter grant data, upload documents, provide quality control, and generate reports;
- Track grant requests and budget for each cycle;
- Create bi-annual grant process timelines using online project management tool, SmartSheet;
- Schedule follow-up activities, monitor deadlines, and contact grantee partners as needed;
- Coordinate grant-management activities with Program Officers;
- Maintain and update grantee partner contacts; and
- Troubleshoot online grant platform issues with applicants and grantee partners.

Event and Meeting Coordination:

- Order and maintain supplies and amenities for events and meetings;
- Track event and meeting RSVPs;
- Create and print event materials such as nametags, place cards, meal selection lists, etc.; and
- Assist with post-event task coordination and execution (invoice follow-up, thank you letters, etc.).

Board of Directors:

- Maintain updated annual Board calendar on SharePoint and events in BoardEffect;
- Build grant committee agendas, books, and add book materials in BoardEffect; and
- Record grant committee meeting minutes.

Donor Relations:

- Enter data into donor-management platform;
- Research donor prospects, compile, and provide profiles to President and Dir. of Philanthropy; and
- Write thank-you letters for donations.

Communications/Marketing

- Maintain email list for e-newsletter;
- Collect and organize grantee partner photos from grantees; and
- Conduct research for media outlets.

Other:

- Actively participate in staff meetings, team-building activities, and trainings; and
- Complete other assignments as requested.

SALARY RANGE AND BENEFITS

The starting compensation for this full-time position will be within a range of \$45,000 to \$60,000, depending on the credentials and experience of the candidate selected.

Siebert Lutheran Foundation offers a hybrid work environment, and a generous benefits package, including funding 90% of employee individual or family medical insurance premium and contributing 15% of salary into a tax-deferred SEP employee pension plan.

TO APPLY

Culturally and racially diverse applicants are encouraged to apply.

To apply, email a cover letter, resume, and salary expectations to Michelle Burmeister, Program Director, at michelle@siebertfoundation.org with the subject: "Administrative Specialist Application." Applications received by April 29, 2024, will receive priority consideration.