



## Job Title

Administrative Assistant

## Responsible To

VP of Finance and  
Operations

### Position Summary

The Administrative Assistant supports the mission of the Community Foundation of North Central Wisconsin to enhance the quality of life in the region. This role is integral to the team, providing critical administrative support to the President/CEO, the VP of Finance and Administration, and other staff members. The position oversees data management, ensures efficient office operations, and serves as an ambassador for the organization.

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### Key Responsibilities

#### Support

- Assist the President/CEO with correspondence, reports, scheduling, and calendar management
- Support the VP of Finance and Administration by processing credit card statements and assisting with report and audit preparation
- Support all staff with scheduling and meeting correspondence

#### Board of Directors Support

- Prepare and distribute agendas, board packets, and meeting minutes
- Attend board and executive committee meetings, record minutes, and follow up on action items
- Coordinate board and committee meetings including but not limited to scheduling, meeting room preparation, and catering
- Oversee the annual collection of compliance forms for board members

#### Information Entry and Processing

- Process and acknowledge gifts with accuracy and timeliness
- Enter and manage invoices and fund grants in the financial system
- Manage donor inquiries and adjustments related to gifts
- Create and oversee event-related campaigns

#### Office Administration

- Welcome visitors and provide excellent customer service at the reception desk
- Manage incoming and outgoing mail and correspondence
- Answer and route incoming phone calls, managing the Ring Central system
- Maintain Council on Foundations Standards documents
- Maintain and update Board and Committee portals
- Oversee and manage office supplies, ensuring adequate stock and organization
- Set up and clean conference rooms for meetings

#### Database Management

- Maintain the integrity of the donor database by regularly updating records
- Identify opportunities to improve database processes and implement enhancements
- Scan and organize foundation documents and reports electronically



### **Qualifications**

- Mission-Driven: Willingness to learn about and support the Foundation's mission and goals
- Technical Skills: Proficiency in Microsoft Office Suite; aptitude for learning organization-specific software
- Organizational Abilities: Strong multitasking skills with attention to detail and deadlines
- Communication: Professional interpersonal, written, and oral communication skills.
- Adaptability: Flexible to evolving needs; able to work independently and collaboratively
- Confidentiality: Maintain strict confidentiality of sensitive information.
- Diversity Awareness: Sensitive to diverse constituencies, including various ages, races, income levels, and interests

### **Work Environment**

- This is a full-time, non-exempt, in-person position during standard business hours.
- The standard work week is 36 hours per week. Friday is a half day.
- Occasional local travel and light physical tasks may be required

### **Education and/or Experience**

- Minimally, the completion of an Associate's Degree and/or demonstrated office experience.
- Accounting experience and work with relational databases preferred.

### **Salary and Benefits**

Competitive hourly salary for a 36 hour work week. Benefits for this full-time position include medical, dental, vision, short-term disability, long-term disability, and group life insurance plans, paid time off, and company match on 401K plan contributions.

### **Application Instructions**

We're working with Express Employment. [Apply here.](#)