



The Community Foundation of Muncie and Delaware County, Inc. encourages philanthropy, assists donors in building an enduring source of charitable assets, and exercises leadership in directing resources to enhance the quality of life for residents of Muncie and Delaware County.

Present Position Title – Office Administrator

Employed by: The Board of Directors of The Community Foundation of Muncie and Delaware County, Inc.

Responsible to: Executive Assistant

Status: Full-time; Non-Exempt

Purpose of Position: To provide administrative support to all Foundation staff, volunteers and donors and to serve as System/IT coordinator for daily office operations and FIMS database as well as serve as the website coordinator.

Principal Responsibilities:

1. Answer phone by the second ring in a pleasant, cheerful voice, provide/receive accurate information, and/or direct each call to the appropriate staff person.
2. Open, date, and sort mail daily.
3. Process and acknowledge incoming gifts in one to two working days, keep Gifts binder up-to-date, and prepare Gifts report for the monthly Board meeting.
4. Provide document preparation and general office support for President and other staff members.
5. Responsible for all facets of FIMS (Foundation Information Management System) database management including updating, organizing, and monitoring database information and continuing to utilize all system capabilities in order to maximize the efficiency of FIMS.
6. Serve as System Administrator for FIMS including FIMS software and facilitate staff training for new features, conversions, or custom programming necessary to meet the needs of the Foundation.
7. Serve as system/IT coordinator including daily operation, oversee equipment maintenance and software upgrades, and troubleshoot PC/server/printer problems.
8. Responsible for maintaining, auditing, upgrading, and editing the Foundation website including the board and committee portals.
9. Manage the fund statement process for the Foundation.
10. Maintain inventory of office supplies and equipment, order supplies, and keep workroom organized.

11. Handle equipment and facility needs.
12. File documents and keep files organized and current. Insure all records are retained according to stated policies and package appropriate records for archives.
13. Responsible for the set up/take down of teleconference phone, other items required at Foundation meetings and refreshments including managing the dishwasher.
14. Attend monthly Board meetings and appropriate committee meetings.
15. Perform other duties as assigned, maintaining positive and cooperative work relationships within the office and with all associated with the Foundation.
16. Adhere to the Ethical and Operational Standards for Indiana Community Foundations.

Requirements Include:

Knowledge

- Minimum: Training beyond high school with at least three to five years experience in office functions, procedures and equipment
- Proficient knowledge of computers and current software programs including database and website software programs
- Working knowledge of Microsoft Office products, especially Word and Excel including experience preparing mail merge documents

Skills and attributes

- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills
- High level of attention to detail
- Ability to effectively work independently and as a team member
- Record of integrity and dependability
- Professional demeanor and appearance
- Understand and maintain confidentiality
- Interest in improving the quality of life in Delaware County

Salary and Benefits:

- Compensation commensurate with salary standards and work experience

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.