



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.

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### **Present Position Title – Administrative Assistant**

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

**Responsible to:** President

**Status:** Full-time; Non-Exempt

**Purpose of the Position:** To serve as the office connector for the Foundation. Provide support to the President and Foundation team, supervising the daily office functions and preparation of special projects, assisting in all aspects of banking, bookkeeping and fund activities, and serving as the initial representative of the Foundation to all visitors.

#### **Principal Responsibilities:**

1. Answer phone by the second ring in a courteous manner, provide/receive accurate information, and/or direct each call to the appropriate staff person.
2. Serve as primary administrative support for the Foundation team. Including meeting set-up, board meeting preparation, staff meeting preparation, meeting responses and minutes.
3. Open, date, and sort mail daily. Record incoming gifts, and monitor the commfound email account daily.
4. File documents and keep digital and paper files organized and current. Ensure all records are retained according to stated policies
5. Serve as the Foundation office's first point of contact to assist and direct visitors and represent the Foundation in a courteous and professional manner.
6. Coordinate the daily office functions necessary for the effective management of the Foundation office.
7. Responsible for maintaining, auditing, upgrading the board and committee portals on the website.

8. Assist the Finance Officer with all banking, bookkeeping, and fund activities. Prepare semi-annual and annual fund statements and ensure the appropriate fund contact is set up in the fund portal.
9. Provide assistance and/or regular written or electronic reports to staff, board and committee members, donors, and general public.
10. Assist the President in development of goals and objectives for office administration area.
11. Maintain inventory of office supplies and equipment, order supplies, and keep shared office spaces organized. Handle all equipment needs.
12. Handle all facility needs, including scheduling meeting rooms for staff and maintaining the Delaware Room schedule.
13. Responsible for updating, organizing, and monitoring database information, including contact information and annual board and committee lists.
14. Serve as System Administrator for the database. Educate staff and facilitate training on new features, conversions, or custom programming necessary to meet the needs of the Foundation. Ensure that the Foundation continues to utilize all system capabilities in order to maximize the efficiency of the database.
15. Serve as system/IT coordinator including daily operation, oversee equipment maintenance and software upgrades and troubleshoot PC/server/printer problems.
16. Perform other duties as assigned, maintaining positive and cooperative work relationships within the office and with all associated with the Foundation.
17. Provide support with special projects as assigned.
18. Attend monthly Board meetings and appropriate committee meetings.
19. Maintain the professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities.
20. Adhere to the Ethical and Operational Standards for Indiana Community Foundations.

**Requirements Include:**

Knowledge

- Minimum: training beyond high school with at least five years' experience in office functions, procedures and equipment
- Experience in office administration
- Preferred knowledge of banking and bookkeeping procedures

### Skills and attributes

- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills
- High level of attention to detail
- Proficient knowledge of computers and current software programs including Microsoft Office Suite, Quickbooks and database management programs
- Record of integrity and dependability
- Professional demeanor and appearance
- Ability to effectively work independently and as a team member
- 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.