



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:** Finance Officer

**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. Serve as primary administrative support for the Foundation team. Including meeting set-up, board meeting preparation, staff meeting preparation, meeting responses and minutes.
2. 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.
3. Coordinate the daily office functions necessary for the effective management of the Foundation office. Serve as backup answering office phone.
4. Assist the Finance Officer with all banking, bookkeeping, and fund activities.
5. Provide assistance and/or regular written or electronic reports to staff, board and committee members, donors, and general public.
6. Assist the President in development of goals and objectives for office administration area.
7. Maintain inventory of office supplies and equipment, order supplies, and keep shared office spaces organized.
8. Handle equipment and facility needs.

9. Responsible for all facets of the Foundation's database management including updating, organizing, and monitoring database information and continuing to utilize all system capabilities in order to maximize the efficiency of the database.
10. Serve as System Administrator for the database and facilitate staff training for new features, conversions, or custom programming necessary to meet the needs of the Foundation.
11. Serve as system/IT coordinator including daily operation, oversee equipment maintenance and software upgrades and troubleshoot PC/server/printer problems.
12. Provide support with special projects including the David Sursa Leadership Award.
13. Perform other duties as assigned, maintaining positive and cooperative work relationships within the office and with all associated with the Foundation.
14. Attend monthly Board meetings and appropriate committee meetings.
15. Maintain the professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities.
16. 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.