

Administrative Specialist

Location: Wenatchee WA

Background

Since 1986, The Community Foundation of North Central Washington has pursued a mission to improve lives for all people of North Central Washington through the power of philanthropy. We work with individuals, families, businesses, and organizations to create charitable funds that support the causes they care about, and help to further the critical work that nonprofits are doing across North Central Washington.

Primary Purpose

The Administrative Specialist provides administrative support for staff and various committees and programs.

Essential Duties and Responsibilities

Office Administration and Program Support

- Answer incoming calls and route to appropriate staff.
- Daily gift entry. Accurately administer gift recording process, including profile management, gift history, gift receipts, memorials, donor correspondence, and electronic record keeping.
- Manage requests for use of two conference rooms, ensuring set-up and procedures are understood and followed by users. Provide primary support for all user groups. Confirm reservations, ensure adequate set up, cleanliness, and accurate contact information. Work with users to ensure an excellent experience!
- Maintain a functional, safe, clean, and efficient office environment. Identify any needs for improving efficiencies and make recommendations to Executive Director as needed, including budget requirements for supplies and maintenance.
- Ensure office workroom and conference room equipment is in working order and fully stocked of supplies (office, computer, cleaning, general refreshments). Responsible for ordering and stocking of supplies.
- Maintain adequate log of keys and other security issues for 9 S. Wenatchee Ave.
- Proactively monitor building needs and remedy issues appropriately.
- Responsible for assessing and facilitating building needs and direct updates, maintenance or other activities and ensuring appropriate vendor communication.
- Provide staff administrative support: mail merge, bulk mailings, gift acknowledgement letters, grant agreements, data entry, scheduling, electronic filing, event support, meeting minutes, scanning, copying, and special projects as requested.
- Provide Trustees, donors, nonprofit partners and facility general guests excellent customer service.

Finance Support

- Prepare daily bank deposit.
- Enter accounts payable.
- Scan and attach documentation to appropriate transaction in software.
- Prepare and mail accounts payable invoices.

Database Administration

- Create and maintain systems for regular data integrity and consistency (such as de-duping, data entry corrections, following data conventions, etc.), ensuring accuracy and timely updates.
- Develop and maintain a high level and standard of service, providing information and user support to staff, donors, nonprofit partners, scholarship applicants and selection committee members, general public.
- Provide technology and phone support to applicants and volunteers as needed.
- Cross-train with grantmaking staff to back up grant software and offer grantee technical support.
- Assist in processing and disseminating scholarship applications to volunteer review committees.

Event Support

- Administer registrations for events. Tracking registrations and payments, creating check in lists and name badges as needed.
- Assist in securing facilities and scheduling catering.
- Participate at events at check in, set-up and tear-down as needed.

Requirements and Skills

In addition to the specific job requirements for each position, staff are expected to embody certain cultural values to support CFNCW's mission: communicate effectively, demonstrate accountability, sense of humor, respect for all, and a desire to make a positive impact in community.

- Minimum Associate degree, or equivalent combination of experience in lieu of degree required. Bachelor degree preferred.
- Five years progressively responsible administrative experience in a professional setting. Experience supporting executive-level positions preferred.
- Strong writing and communication skills – conveys information clearly and effectively both verbally and in writing with strong attention to detail and accuracy.
- Excellent customer service skills – provide service that is friendly, courteous and competent, promoting trust and confidence to internal and external customers.

- Strong working knowledge of MS Office, Outlook, Excel, Word, PowerPoint. Experience with Constant Contact, Word Press, relational databases/CRM system and Adobe Suite products a plus.
- Good knowledge of administrative and clerical office procedures and equipment, proficiency in keyboarding/data entry.
- Strong organizational skills – detail oriented, able to shift priorities and adapt to change with high degree of accuracy.
- Multi-tasking team player able to work with staff across multiple disciplines.
- Self-starter who desires to be proactive, anticipate needs, and use available resources while offering ideas for improving the work to create a positive experience for all.
- Possess cultural agility skills necessary to work effectively with diverse people, teams and communities.
- Maintains high level of confidentiality and discretion. Exercises good judgement and understands appropriate steps toward problem resolution.

Travel is not required for performance of duties.

Physical Demands and Working Conditions

This job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of the job. Job duties are performed in an office setting or indoor meeting rooms. Requires repetitive use of keyboard and monitor, and ability to sit or stand for long periods at a time. Requires ability to use telephone and standard office equipment. Able to relay information to others verbally.

Attendance Requirements

Regular punctuality and attendance is required.

Compensation and Benefits

This is a non-exempt, Full-time position with working hours of 8am to 5pm M-F. The pay rate for this position starts at **\$20.00 per hour DOE**. Starting rate is dependent on candidates' applicable experience and knowledge.

Our excellent benefit package includes generous paid time off, medical coverage, and 401k retirement plan.

To Apply

To be considered for this position, please provide a cover letter addressing how you meet the requirements of this position, and a copy of your most recent resume. Apply online at www.cfncw.org/employment.

The Community Foundation of North Central Washington is an Equal Opportunity Employer. We welcome a diverse pool of qualified applicants.

