Job Description

Job Title: Philanthropic Services Assistant
Reports to: Executive Director
FLSA Status: Non-Exempt

Employer:

The Emporia Community Foundation is a 501-C-3 charitable foundation created for the purpose of receiving, investing, and distributing funds for charitable purpose as identified in the Articles of Incorporation and authorized by the Internal Revenue Code. The mission of the Foundation is: "To connect caring people with causes that build stronger communities within the Emporia area which includes Chase, Coffey, Greenwood, Lyon, Morris, Osage and Wabaunsee counties." The Foundation is governed by an independent board of volunteer trustees and specifically by a board of directors, selected by the Trustees. The primary objectives of the Foundation are to:

1. obtain, invest, and manage gifts for the purposes established by the giver and as directed by the Board of Directors.
2. maintain the identified funds as established by the Foundation for the purposes stated by each fund and to aide these funds in their charitable endeavors.
3. advance philanthropic activities in the Emporia area as defined above.

The Emporia Community Foundation is accredited in National Standards through the National Council on Foundations.

Position Summary:

The Philanthropic Services Assistant (PSA) reports to the Executive Director and Program Officer with discretion and professionalism related to the Emporia Community Foundation's mission. The PSA also works closely with members of the board, donors, vendors and the public to carry out a variety of essential duties and confidential matters. At all times, the PSA must convey a friendly but thoroughly professional demeanor, reflecting the confidence and trust that fund holders and potential donors expect when interacting with Foundation staff. The PSA must have the ability to set priorities, define tasks, schedule and coordinate activities, develop procedures, exercise independent thinking and good judgment, interpret policies and maintain cooperative relationships with those contacted in the course of work assignments. The qualified candidate must be an individual with excellent organizational, people, and computer skills with the ability to communicate effectively both orally and in writing. Attention to detail is a must, as well as the ability to multi-task. The person should be proficient in the Microsoft Office Suite (Word, Excel, PowerPoint), knowledgeable in QuickBooks and have a grounded knowledge of accounting. This is a full-time position.

Primary Duties and Responsibilities:

- Provide administrative support to the Executive Director and Program Officer.
- Receive visitors and provide primary telephone reception.
- Assist with general office tasks such as filing, correspondence, maintaining a clean office environment, maintaining the Foundation's scrap book, maintaining and updating databases and attending board, trustee and committee meetings as directed.
- Sort and distribute incoming correspondence and coordinate outgoing bulk mailings.

- Make deposits, issue deduction letters, prepare quarterly fund statements, and perform other tasks to insure basic operations continue when the Program Officer is not present.
- Maintain accurate filing systems for Foundation documents, records and reports.
- Manage inventory and order office supplies.
- Manage the organizational calendar and appointment schedule.
- Prepare and edit clean, concise, grammatically correct correspondence and documents.
- Assist with logistics of Foundation functions such as board meetings, special events and committee meetings including location logistics, distribution of materials and assisting with correspondence and communication.
- Assist the Program Officer with the grants processes, including research, correspondence with grantees, meeting accommodations and report gathering.
- Prepare donor and development packets and mailings.
- Arrange donor meetings for Executive Director.
- Coordinate production of the Foundation's annual report.
- Produce newsletters to trustees, donors and other targeted audiences.
- Manage social media with timely and engaging content.
- Support Executive Director in meeting preparation for the Trustees, Board of Directors and committee meetings.
- Coordinate in the preparation and deployment of orientation activities for new Trustees.
- Maintain all board and committee conflict of interest forms and policies, confidentiality policies and affirmation of service records.
- Perform other duties as assigned.

Skills and Qualifications:

- Great love of Lyon and the surrounding counties with a strong desire to make them greater.
- Passion for community philanthropy and nonprofit organizations.
- Excellent planning and organizational skills, handling multiple projects at once, with a high attention to detail and accuracy.
- Excellent communication with strong writing and copy editing skills.
- Ability to effectively interact and communicate with others in a professional and appropriate manner while maintaining a healthy sense of humor.
- Demonstrated proficiency in relevant software programs to include: Microsoft Office Word, Excel, and PowerPoint. Use of database systems (Pearl, FIMS, Blackbaud, etc.) preferred.
- Above average technical and social media skills.
- Ability to maintain confidentiality and tact with highly sensitive personal and financial information.
- Minimum of an associate degree or equivalent from an accredited two-year college and two years of experience; or equivalent combination of education and experience.

Personal Requirements:

- Dependability and punctuality.
- Poise and mastery of language.
- Diplomacy, tact and personal warmth.
- Ability to cope with interruptions and changes.
- High level of confidentiality regarding Foundation business.

Applications will be received until the position is filled. Please submit a thoughtful cover letter and resume to the Emporia Community Foundation via email at emporiacf@emporiacf.org or mail to the Foundation office at 527 Commercial - Suite 521, Emporia, KS 66801. Inquires may be made by calling 620-342-9304.