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## Job Description

**POSITION TITLE:** Administrative Associate

**DEPARTMENT:** Nonprofit Leadership Initiative

**LOCATION:** Community Foundation for the Fox Valley Region 4455 W. Lawrence St.  
Appleton, WI 54914

**REPORTING TO:** Kim O'Brien, Executive Director

**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Non-Exempt

**SCHEDULE:** Flexible work site and hours. Approximately 20 hours per week depending on the number of events scheduled and the start and end time of events.

**LAST UPDATED:** June 23, 2021

### POSITION SUMMARY

The Administrative Associate is part of a team of professionals who work together under the core values of *integrity, respect, and teamwork to support the mission of providing Fox Valley nonprofits with opportunities for leadership development and learning to better achieve their missions.*

### VISION

*We envision a healthy and resilient region where nonprofit leaders and organizations have access to the resources they need and are equipped with the skills to make our community a great place to live for all.*

*We offer a wide range of leadership, management, and technical skill-building programs, as well as peer learning circles, to the entire nonprofit sector in the Fox Valley.*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Fundamental Responsibilities

- Provide administrative support for all programs & events:
  - Create and track invoicing and payments
  - Copy or submit for copying, prepare and mail materials to program participants when needed
  - Assist in drafting and editing marketing materials
  - Ensure trainer contracts are developed and returned with signature for upload to SharePoint
  - Update flow charts for processes as needed
  - Assist with creating and distribution of online surveys and export or summarize results
  - Create events on website using WordPress and registration pages
  - Track training schedule for all committee initiatives for trainers, topics, venue, price, etc.
  - Work with nonprofits engaged in training events as needed
  - Attend training events for set up/take down and on-site management or virtual coordination



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- Assist in drafting and editing marketing materials
- Assist in nonprofit request and referral tracking in HubSpot
- Order promotional and gift materials specific to program needs
- Maintain mailing lists in multiple platforms (Wild Apricot, Nonprofit Next, HubSpot, etc.)
- Provide development support
  - Create contact lists, mailing labels and donor packets
  - Assist in drafting and editing marketing materials, solicitation letters and grant proposals
  - Track and update development and grant calendars
  - Manage receipt and recognition of donations
- Serve as Nonprofit Next contact when appropriate.
  - Reconcile user list to event marketing list
  - Assist new registrants when needed
  - Provide new materials for upload by New Hampshire with permissions
  - Draft and distribute monthly emails for content link to Nonprofit Next. Track topics and calendar of emails

***This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.***

#### **EDUCATION AND/OR EXPERIENCE**

High school diploma or equivalent.

#### **WORK ENVIRONMENT AND JOB SPECIFICATIONS**

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment, where employees work in the office and remotely
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position
- Work with frequent interruption
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally to surrounding area businesses for events, meetings, etc.



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***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.***

### **KNOWLEDGE, SKILLS, AND ABILITIES**

High degree of organizational skills, accuracy, attention to detail, written/verbal communication skills, flexibility in day-to-day work, ability to multi-task, understanding of database organization and concepts, teamwork orientated with the ability to work independently. Knowledge of Microsoft programs such as Word and Excel is critical as is the ability to master various software applications for creation of mailing or call lists and managing constituent records.