



Position Description

Title: Executive Assistant
Reports to: CEO
Job Status: Full-time, salaried, exempt

General Position Summary:

This position is responsible for providing administrative support to the Women's Foundation CEO and Board of Trustees, administering donor and program database(s), including record-keeping and managing office operations.

Supervisory Responsibilities:

This position is not supervisory in nature.

Examples of Major Responsibilities:

Administration:

- Provides administrative support to CEO
 - Schedules appointments and calendar management, prepares correspondence
 - Serves as the CEO's administrative liaison to the Foundation's Board of Trustees, Advisory Council and standing and ad-hoc Committees, including coordinating meeting calendars, preparing meeting minutes, distributing meeting agendas and packets, preparing bi-monthly dashboard reports, and procuring refreshments and supplies
- Manages office operations:
 - Serves as liaison to property manager, manages facility needs and makes decisions regarding vendors, including IT and telecoms
 - Manages meeting room reservation calendar (for internal and external meeting requests)
 - Maintains sufficient inventory of office supplies
- Maintains donor database:
 - processes pledges, gifts and acknowledgement letters to donors
 - manages automated acknowledgements
 - ensures accurate entry of data for donor and prospect records
 - prepares revenue reports for monthly reconciliation with financial records
 - assures integrity of data and records, deleting duplicate records, appropriate coding, etc.
 - audits data entry for errors or incorrect codes
- Establishes and maintains donor, grant, financial and administrative files
- Prepares required annual filings with a variety of state, local and federal agencies
- Researches and compiles information for preparation of routine, periodic and special reports

Program Support:

- Maintains grants database and files
 - Coordinates schedule and appointments for grantmaking program, in collaboration with Community Impact Director
 - Assists with maintenance of grants management software and integrity of data. Assists with preparation and disbursement of grant agreements and award letters. Maintains system for collecting and tracking receipt of grantee reports.
 - Coordinates routine correspondence with grantees, applicants, volunteer grant evaluators and others
- Tracks Foundation advocacy and lobbying activities; ensures compliance with IRS and state regulations; maintains lobbying records for financial and programmatic reporting
- Supports all departments to execute e-newsletters, social media posts, e-invitations, website content updates, presentations, brochures and special reports. Serves as liaison to external graphic designers. Maintains all distribution and email lists for the Foundation
- Maintains professional relationships with donors, grantees, volunteers and the general public

Financial:

- Performs bookkeeping duties including depositing receivables, generating check requests, reviewing and coding payables for approval, uploading receivables and payables to the accountant's basecamp portal and assisting accountant during the annual audit and 990 return
- Assists with preparation of DAF statements quarterly

- Other duties as assigned.

Specific Job Skills:

The minimum specific job skills needed to perform this position include: a knowledge of MS Office programs (Outlook, Word, Excel, PowerPoint), knowledge of databases and social media platforms, knowledge of accounting, excellent oral and written communication skills, very strong interpersonal skills, good time-management skills, the physical ability to operate basic office machinery (printer/scanner, computer, multi-line phone system), and the ability to analyze and solve problems without direction.

Minimum Qualifications:

Bachelor's degree in business administration (or relevant field) or equivalent experience and five years of experience supporting C-Level Executives required.

Preferred Qualifications:

The preferred qualifications include experience working for a non-profit organization; basic accounting work experience; gift processing experience; experience and interest in external communications, partnership development and fundraising

How to Apply: Applications will be accepted on a rolling basis. Interested applicants should submit a resume and cover letter (each no longer than 2 pages in length) via email to search@womensgiving.org. Position is open until filled.

Women's Foundation of Southern Arizona
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