

FOUNDATION ADMINISTRATIVE ASSISTANT JOB DESCRIPTION (PART TIME)

Northville Educational Foundation

The Northville Educational Foundation is a dynamic and growing non-profit organization dedicated to providing enrichment programs for students in the Northville Public Schools.

The Northville Educational Foundation Administrative Assistant is an energetic, amicable, and highly organized individual who provides key support to the Foundation Executive Director and the Foundation Executive Committee in the day-to-day running of the Foundation. The Foundation Administrative Assistant will work independently and with multiple Foundation team and committee members. She or he is a professional in her or his own right, and will be the first face and voice of the Foundation that many donors and prospective donors will encounter. This individual will receive training and will have the opportunity to learn about fund development and the world of philanthropy.

Duties and Responsibilities

Meeting Coordination

- Schedule meetings and events
- Follow up as needed to ensure attendance at meetings
- Send out notices for meeting
- Prepare any material needed for meetings or events
- Record the minutes of meetings
- Transcribe and distribute minutes in a timely manner
- Post meeting follow up as required

Event Coordination and Execution

- Mail out invitations for events.
- Provide logistical support for projects and special events.
- Produce materials for special events as needed.
- On site before, during and after special events

Data/Record/Mail Maintenance

- Prepare reports and statistical reports, as required by professionals.
- Process Foundation correspondence.
- Enter donor and donation data into the database.
- Maintain files, database, calendars, and hard-copy files.
- Record the assignment of donors and prospects into the database.
- Maintain accurate records of contacts in the database.

External Relations

- Serve as a liaison between professional staff, board members, donors and prospective donors.
- Assist with communications between Foundation and staff at the 10 Northville schools
- Recruit assistance from volunteers, as needed.

Perform other duties as assigned.

Qualifications

- Advanced written and spoken (English) communication and administrative skills; excellent telephone manner.
- Computer literacy including MS Office products: Word, Excel, Access, Publisher; experience with mail-merges and with customer or donor databases. Knowledge of Raiser's Edge and Access a plus.
- Exceptional time-management, planning, and administrative skills.
- Ability to organize and prioritize workload.
- Demonstrate high level of diplomacy, sound judgment, and discretion when dealing with donors, volunteers, and community professionals.
- Combined four years of full-time work experience and/or higher education.
- High degree of energy, self-motivation and flexibility.

The position requires approximately 20 hours per week and will provide the Administrative Assistant some flexibility in his or her work schedule. However, occasional evening and weekend hours are required. Salary depends on skills and experience.

To apply, email a cover letter and resume to nef@northvilleedfoundation.org. No phone calls please.

The Northville Educational Foundation is an Equal Opportunity Employer.