



Barbara Stone Foundation Executive Operations Assistant (part-time)

Updated: November 1, 2023

Position Summary:

The Barbara Stone Foundation Executive Operations Assistant is responsible for assisting with day-to-day and organizational operations such as administrative, bookkeeping and scheduling tasks to ensure efficiency, provide support to the Executive Director, BSF team, and the Foundation's capacity for growth.

Duties and Responsibilities:

- Maintain donor database (donor tracking, unifying all data)
- Assist with Network For Good (online fundraising platform), generating and reading reports
- Maintain BSF mailing list
- Consistent data entry
- Manage public email account (respond to general inquiries, referrals, meeting scheduling)
- Complete and send tax acknowledgements
- Manage payroll
- Assist in the preparation of financials: Income Statements & Balance Sheets
- Assist in the preparation of filing taxes
- Accounts payable/receivable
- Coordinate mailing of monthly appeal letters
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Handle sensitive information in a confidential manner
- Assist with creating BSF's Human Resource documents/employee handbook
- Assist with maintaining/organizing schedule for Executive Director, Board, and Greenville CAN initiative
- Record and codify minutes for all assigned meetings (including but not limited to Greenville Coalition Leadership Team Greenville CAN Project Teams, Disability Employment Discussion Group, Business Development Advisory Group)
- Other tasks and duties as assigned

Qualifications:

- Minimum of 3 years' experience in a related field
- Ability to interpret and generate financial (balance, income, profit & loss) statements
- Excellent written and verbal communication skills
- Great attention to detail
- Proficiency in MS Office and QuickBooks
- Editing and proofreading skills a plus

Compensation:

- Part-time: \$22+/hour (maximum of 26 hours per week)