



WNY WOMEN'S FOUNDATION

Administrative Assistant

Position Summary:

Provides crucial organizational support for the effective management of the operations of the WNY Women's Foundation. Supports Executive Director and staff team in functional areas including: financial procedures, communications, external relations, event management, volunteer/Board management and support, vendor relations, and website and donor database maintenance.

Reports and Responsible To: Executive Director

Essential Functions: Principal Duties and Responsibilities

Operations

- Answers phones and emails
- Performs general office duties such as typing, filing, data entry, process all mail in according with policy, etc.
- Schedules and organizes meetings and events to support staff and Board. Records minutes as requested.
- Prepares/organizes materials in advance of Board and Committee meetings
- Inventory and ordering of office supplies, event materials etc.
- Assists in development of presentations
- Maintains established departmental policies, procedures and objectives.
- Attends organizational, departmental and committee meetings as directed.

Financial

- Manages financial accounting. Works in conjunction with the financial consultant and runs reports to ensure financial information in DonorPerfect balances with the development revenue present in Quickbooks.
- Ensure proper financial balances each month.
- Maintains an accurate system of financial filing and document retrieval including monthly statements, endowment documents, and financial statements.
- Processes all accounts payable in a timely manner
- Maintain accurate system of accounting for grant revenue and expenditures
- Manages cash and follows all cash controls in conjunction with the Executive Director
- Manages yearly budget creation process with the Treasurer of the Board

Communications

- Contribute to the editing of print and electronic communications

- Supports Director External Affairs in the coordination of the printing of Foundation materials; provides copy and specifications, obtains quotes, checks proofs, obtains approvals, and may work from inception to delivery of materials.
- Back-up for Editing of Website, as directed by staff
- Maintains up-to-date media and contact lists

Fundraising support

- Supports the Director of Development by maintaining and managing the Foundation's database in DonorPerfect. This management includes collecting, organizing, and retrieving donor and prospect information. Develops a system for management of mailing lists.
- Manages the donor acknowledgment and billing process
- Runs development reports as requested
- Event Management:
 - Manages RSVP's for all events including Fall in Fashion event, What She's Made Of Event, and Speaker Series
 - Supports event logistics and day of logistics including volunteers

Mission Delivery

- Work in association with staff and volunteers to fulfill the mission of the Foundation.
- Represent the Foundation in the community in a manner that cultivates respect and recognition.

Attendance on a regular and predictable basis is required

All other duties as assigned.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.⁽¹⁾

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is frequently required to speak, hear, see and use depth perception. The employee must occasionally lift, carry, push and/or pull up to 25 pounds. The employee is occasionally required to climb stairs, balance, kneel, crouch, reach, handle, and feel. Specific vision abilities required include close vision, color vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.⁽¹⁾

While performing the duties of this job, the employee is exposed to normal office work environment conditions.

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

Full-time position (37.5 hours). Weekdays with occasional evening work required.

Preferred Qualifications:

- 3-5 years of related experience preferred
- Ability to manage a variety of responsibilities simultaneously while being extremely well-organized and detailed orientated; execute projects within budget and deadlines
- Strong financial acumen
- Strong commitment to customer service; excellent verbal and written communication skills with internal and external customers
- Ability to work independently while a part of a fast-paced collaborative team and make quick decisions related to priorities
- Demonstrated technological savvy required:
 - High level of proficiency in Microsoft Office – especially Excel
 - Skills and comfort with email, online search, document storage required
 - Experience with Google domain management, social media, and website administration preferred
- Excellent proofreading skills essential
- Valid driver license and reliable automobile

Submit resume to: resume@wnywfdn.org

About the WNY Women's Foundation:

OUR VISION: All women and girls have the opportunity to thrive, leading to a vibrant, inclusive WNY community

OUR MISSION: Create a culture of possibility so each women and girls can live, grow and lead to their fullest potential

We Research and Educate: When WNY knows the facts about the importance of the success of women and girls in our community, they will want to help us improve their lives

We Advocate: We believe strength comes when all women have a seat at the table

We Convene: We foster a shared vision to support women and girls in our community by convening stakeholders and facilitating collaboration.

We Empower: We empower women and girls in WNY to find their own strength, power and voice.

We Invest: We invest in programs that give women and girls the opportunity to thrive and become economically self-sufficient.