

Williamsburg Community Foundation
Position Description
Office Manager

Position Summary:

Reporting to the Executive Director, the part-time (24 hours/week) Office Manager is responsible for the day-to-day administrative operations of the Foundation. This position is non-exempt.

Principal Responsibilities

Maintain the WCF office in a professional manner. Responsible for upkeep and maintenance oversight of the office condominium.

Banking:

- Prepare bank deposits and deliver to bank/or process electronically.
- Download statements from banking institutions. Provide information to accountant in a timely manner.
- Keep track of cash needs in checking account

Accounting

- **Donations:** process all contributions and receivables to the Foundation. Enter all gifts into database and receipt log.
- **Payables:** bill and check processing for accounts payable.

Grant and Scholarship:

- Process all donor-advised grant requests, payment letters, and data entry of applicant information into database.
- Process all competitive grant applications and prepare denial and approval letters
- Maintain all grantee records, data entry of applicant information into database.
- Maintain scholarship applicant files, process outgoing payments to colleges, and tracking of payments. Data entry of applicant information into database.

Donor Service:

- Maintain confidential donor files.
- Conduct due diligence for donor-advised grant requests.
- Work with executive director to provide services to fund donors.

Board of Trustees:

- Schedule and organize all committee and board meetings. Maintain all records and mailing lists for board and committees.
- Work with the Executive Director to prepare the agenda and attachments for meetings.
- Take minutes at meetings and provide written minutes in a timely fashion.

Events:

- Work with volunteers on planning and production of events.
- Prepare invitation list, process responses and assist with set-up and greeting attendees during the event. Evening or weekend hours may be required.
- Work with vendors on contracts and purchasing of supplies.
- Assist with follow-up after the event.

Required Qualifications

- Excellent verbal and written communication skills and a commitment to superior customer service. Mail merge experience.
- Computer Experience – Office 2016, Word, Excel, Accounting software, Database, Outlook, PowerPoint, ability to use the Internet effectively. Intacct experience preferred.
- Ability to work independently and exhibit initiative in prioritizing work assignments and performing complex and detailed administrative tasks.
- Organized and detail oriented.
- Maturity and a sense of humor are prerequisites for this position. Must be flexible and open to change.
- Possession of a valid driver's license and access to a vehicle
- Associate's degree or equivalent work experience is required; prior work experience in an accounting or legal office environment preferred

Additional Desirable Qualifications

- General knowledge of greater Williamsburg and the nonprofit community.

To Apply

- Submit a cover letter and resume.
- vgasink@williamsburgcommunityfoundation.org
- Three business references will be required prior to an interview.
- Deadline for applications is June 25, 2017