Title   
Foundation Operations Specialist

Position Summary

This position reports to the Foundation Director in the Governance, Advancement & Community Relations division. The Foundation Operations Specialist position provides administrative support to the College’s Governance, Advancement & Community Relations division.  
  
Position responsibilities will include providing support by preparing meeting agendas and minutes, preparing invoices and reports, ensuring that accurate information is entered into appropriate databases within a timely manner, managing the calendar, and processing confidential documents and scholarship applications. The position will also support College and Foundation special projects and prepare, review, revise and distribute a variety of routine correspondence as needed.

Required Education/Experience

Associate degree and two (2) years of experience providing administrative support to an organizational executive; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Desired Skills

* 1-2 years of nonprofit or fundraising experience
* Proficiency in the Microsoft Office Suite and Adobe

Duties and Responsibilities

* Performs a variety of administrative activities, which may include making travel arrangements, scheduling and coordinating meetings or events; preparing meeting minutes; preparing and reviewing financial and/or statistical reports; and planning and coordinating schedules; and managing calendars.
* Collects, compiles, prepares, reviews and records paperwork, databases, spreadsheets, applications, forms, reports, and/or confidential information related to the assigned area of responsibility and the annual audit, ensuring completeness and accuracy of information; maintains related records.
* Prepares, reviews and/or processes a variety of routine correspondence, reports, information, paperwork, invoices, forms, and/or other related information in assigned areas of responsibility which may include the Governance, Advancement & Community Relations division, and President’s Office.
* Maintains records and databases and prepares reports as necessary. Processes, receives, sorts, and distributes a variety of correspondence and mail for the Governance, Advancement & Community Relations division and the President’s Office.
* Performs other duties as assigned of a similar nature or level.