



Position Title: **Office Administrator**  
Position Classification: Full Time Monday – Friday/9:00am – 5:00pm  
Reports To: Executive Director

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## REQUIREMENTS

Education: High School Diploma required; college desirable. Training and/or experience in an Administrative Position. Requires a minimum of one-year experience in a similar position.

### Experience or Qualifications:

1. Customer relations/service in a dynamic environment
2. Strong communication skills, both written and verbal
3. Strong organizational skills and detail orientated
4. Ability to manage a variety of projects and maintain deadlines
5. Extensive computer skills required. MS Office - Word, Excel, PowerPoint, and some Database knowledge
6. Strong skills with web-based activities; familiarity with Facebook, Constant Contact preferred
7. Marketing background preferred

## MAJOR RESPONSIBILITIES

### Office Management & Support:

1. Provide general office management: telephone/reception coverage for the Foundation office, general clerical support, including typing, filing, correspondence, faxing, and mailings
2. Manage DonorSnap Database: update information, enter donations, prepare collateral materials for deposit, prepare and print donor request or acknowledgement letters in a timely fashion, learn database enhancements and apply as needed
3. Prepare Foundation deposits
4. Prepare online donations/purchases to submit to bookkeeper
5. Prepare Square statements to submit to bookkeeper
6. Code and submit invoices to bookkeeper
7. Code SunTrust Credit Card and attach receipts
8. Download statements from Investment Accounts
9. Process Estoppel requests, communicate rush fees, verify monies are received, follow-up to close requests
10. Act as Liaison to the Board...prepare agendas, attend board meetings and take minutes and Board reports
11. Update information for Celebration Foundation website
12. Assist with marketing efforts; prepare Constant Contact email blasts, postings on Facebook, and announcements on Front Porch
13. Assist with audit preparation
14. Prepare weekly reports from Donor Snap for the Executive Director

### Foundation Program Support:

1. Assist in the coordination of Foundation activities and programs including arranging meeting space, event set-up, breakdown and guest hospitality.
2. Help coordinate the scheduling/registration of attendees for Foundation events & program.
3. Assist Committee Chairs for programs as needed.
4. Other duties as necessary to support the Celebration Foundation. Occasional evening and weekend work required as needed.