

FOUNDATION FOR THE CAROLINAS

Title: Administrative Assistant, Community Programs & Civic Leadership Division/Department: Community Programs & Civic Leadership

Reporting To: Board & Grant Specialist, Community Programs & Civic Leadership

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

POSITION SUMMARY

The Administrative Assistant serves as support for the day-to-day activities of the Community Programs & Civic Leadership team, including general clerical and administrative support. This role requires strong communication skills, initiative, organization, attention to detail, follow-up and responsiveness. The Community Programs & Civic Leadership Administrative Assistant position often requires a high level of prioritization, flexibility and autonomy within an environment of competing priorities and requests.

DUTIES & RESPONSIBILITIES

Administrative Support

- Assist with administrative functions, such as calendaring, scheduling appointments, meeting preparation, filing, and other support functions
- Enter and maintain client data in FFTC's core systems (Blackbaud) and update as needed
- Provide administrative support for boards and committees as necessary, including scheduling board and planning meetings, preparing packets and agendas, copying and mailing board books, meeting set up and break down (including any catering needs), minutes and correspondence, and other tasks as needed. This includes direct Boards as assigned
- Implement, maintain and develop efficient and effective administrative systems to include paper and electronic file systems for both routine and project specific work

Community Programs & Civic Leadership Support

- Provide administrative support for the Community Programs & Civic Leadership team (including Regional Affiliates) for any projects undertaken by the team, as necessary
- Assist with grant processing, application management, reporting, creating spreadsheets,
- Serve as a key role in learning the grant management systems
- Serve as Global Admin and active participant in quality control process for Community Force system
- Special projects and cross departmental support as assigned
- Serve as backup to receptionist as required

This list of duties and responsibilities is not intended to be all-inclusive. The employee will also perform other business-related duties as assigned by his/her manager or Team Leader.

JOB QUALIFICATIONS

- College degree preferred (not required), or commensurate work experience
- Familiarity with Blackbaud suite products preferred (not required)
- Proficiency in Microsoft Word, Excel, Outlook, & PowerPoint
- Responsive, service oriented work-style
- Strong organizational & scheduling skills
- Ability to multi-task, work under pressure and maintain deadlines
- Ability to work both independently and as part of a team
- Strong communication skills with clients and employees

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

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| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input checked="" type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input checked="" type="checkbox"/> Customer Skills | <input checked="" type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input type="checkbox"/> Managing Meetings | <input checked="" type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |
| <input type="checkbox"/> Productivity | <input type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Quality of Work |
| <input type="checkbox"/> Relationship Building/Networking | <input type="checkbox"/> Results Oriented | <input checked="" type="checkbox"/> Technical Skills |
| <input checked="" type="checkbox"/> Time Management | <input type="checkbox"/> Training & Development | <input checked="" type="checkbox"/> Writing Skills |