



## **Administrative Assistant POSITION DESCRIPTION**

### **I. General Information:**

This is a full-time, hourly position. The Administrative Assistant provides administrative support to the President, Board, and fellow staff of the Catholic Foundation of Eastern Montana, a nonprofit organization.

### **II. Primary Duties and Responsibilities**

#### **A. Donor Database**

Coordinates and Maintains donor database for all charitable gifts to the Catholic Foundation of Eastern Montana. This includes, but is not limited to, consistent and accurate gift and data entry, generating gift acknowledgement letters, creating various reports, and preparing notes of activities for donor/prospect records.

#### **B. President and Foundation Board**

- Provides support for the President and the Foundation Board, including but not limited to, the following:
  - Coordination of all Board and committee meetings.
  - Prepares and distributes Board and committee meeting materials.
  - Records Board/committee minutes.
- Helps prepare and coordinate mailing of quarterly reports to Foundation fund holders, including an annual report to accompany annual distributions following fiscal year-end.

#### **C. Coordinates fundraising appeals** and other mailings including database preparation, mail merges, ordering materials from vendors, and printing of appropriate materials required for mailing.

#### **D. Grant program**

Assists with grant process, including the timely developing and monitoring of the grant program and preparation of final grant evaluations.

### **E. Other Duties**

- Organizes, coordinates and maintains the integrity of the hardcopy filing system.
- Drafts letters as requested and personalizes them as needed.
- Helps ensure gifts received are used in accordance with donor intent.
- Monitors supply of printed (logo) office materials (letterhead, envelopes, remittance envelopes, etc.) and maintains a continuous, appropriate quantity at all times.
- Provides event support and coordinates materials, which include meeting scheduling, RSVPs, ordering food, compiling packets, meeting follow-up, etc.
- Answers phone, takes accurate messages, and greets/assists visitors.
- Proofreads documents.
- Maintains donor confidentiality at all times.
- Other duties as assigned.

### **III. Qualifications**

#### **A. Education & Experience**

- High school diploma required; administrative assistant certification preferred.
- Minimum of three to five (3-5) years in office support experience preferred.

#### **B. Knowledge, Skills and Abilities**

- A practicing Catholic, enthusiastic about the faith and in good standing with the Church.
- Proficient with Microsoft suite—Word, Excel, Outlook, PowerPoint, Publisher.
- Organization and attention to detail required.
- Ability to effectively multi-task.
- Commitment to accuracy.
- An ideal candidate is change-oriented, energetic, friendly, kind, courteous, takes direction well, and has a strong work ethic.
- Familiarity with donor management software is preferred.

### **IV. Working Conditions**

- Quiet office environment.

### **TO APPLY:**

Interested applicants should submit a cover letter, resume and two or three professional references to [judy@catholicfoundationmt.org](mailto:judy@catholicfoundationmt.org). This position is open until it is filled. Please direct any questions to [judy@catholicfoundationmt.org](mailto:judy@catholicfoundationmt.org).