DULUTH SUPERIOR AREA COMMUNITY FOUNDATION
ADMINISTRATIVE ASSISTANT/COMMUNICATIONS SPECIALIST
POSITION DESCRIPTION

The Duluth Superior Area Community Foundation (DSACF) is located on the beautiful western shores of Lake Superior. We encourage private giving for the public good and foster generosity, civic engagement and inclusiveness. Guided by a volunteer board of civic leaders, the Community Foundation holds more than 400 different charitable funds, with assets exceeding $80 million. Since its inception in 1983, the foundation has distributed over $63 million in grants to nonprofit organizations and in scholarships to individuals in the region.

The Administrative Assistant/Communications Specialist serves in a pivotal role in the organization and performs a variety of administrative support and communications duties requiring creativity, independent analysis, judgment and knowledge of foundation functions and a collaborative spirit.

Education/Experience

- Associates degree preferred, with three years administrative support with web and social media experience

Specific Responsibilities

75% administrative support
- To provide administrative assistance to the President and to the organization as a whole as determined by the President

- Manage and update Foundation databases that support development, grant making, scholarships, donor relations and marketing efforts.

- In consultation with the President and others as appropriate, assist in Development, Grant and Scholarship programs by creating and maintaining computerized records, and completing other tasks as determined by appropriate staff. Generate applicable system reports for the President and staff.

- Process gifts from donors, enter into enterprise system databases, submit for review, and compile and send donor acknowledgements, working closely with President, Development Director and Finance staff.

- Perform a variety of problem-solving duties which require independent analysis, judgment, and knowledge of organization functions and philosophies.

- Manage telephone system and graciously greet and provide service to community members.

- Provide clerical expertise including processing daily mail and contributions, financial documents, and other reports. Originate short emails, memos and letters. Create, photocopy and scan meeting materials, reports, proposals and any other necessary documents. Schedule and prepare for meetings and appointments, including the creation of donor materials and packets.

- Provide a variety of record keeping tasks including creating and maintaining filing systems; pledge
reminders, HR-related detail, committee/volunteer support, policy maintenance and vendors lists. Produce and maintain reports required from donors, grantees and scholarship recipients. Support document retention protocols.

25% communications support
• Work collaboratively with the Foundation’s outside marketing and media consultants;
• Communicate on and create various messaging and marketing programs using digital platforms, print media, and social media;
• Assist in posting to and updating the Foundation’s website;
• Support other staff in putting together various fundraising campaigns and in person and virtual special events.

Perform other duties as assigned.

**Personal attributes that support your success**

• Passionate commitment to the mission of the Duluth Superior Area Community Foundation and the ability/willingness to adapt as organizational goals evolve;
• Positive approach to work with unquestionable ethics, confidentiality and integrity;
• Problem solver with a commitment to customer service and a gift for tending to detail;
• Demonstrated strong organizational skills
• Ability to learn quickly; flexible in approach to work and tasks
• Excellent written, oral and interpersonal communication skills;
• Demonstrated capacity to work as part of a team, as well as independently;
• Strong technical skills, including in depth knowledge of Word, Excel, Outlook 365, publishing software and social media platforms. Experience with databases and CRM software a plus.

**Supervision**

The Administrative Assistant reports directly to the President and works closely with the Executive Assistant and other staff as required.
Hours: 40 hours per week
Office Hours: 8:30 a.m. - 5:00 p.m.

**Application**

Interested parties should submit a Resume’ and cover letter to info@dsacommunityfoundation.com by the September 15th deadline.

September 2020