

**JOB TITLE:** Administrative Assistant, Foundation

**DEPARTMENT:** President's Office

**LOCATION:** Union Campus

**REPORTS TO:** Executive Director, Foundation/Director/Institutional Dev.

**FLSA:** Non-Exempt

**LEVEL:** 104

**DATE:** 6/26/18; 07/16/13

**POSITION SUMMARY:** Responsible for the coordination of financial management including; scholarship funds, donor gifts, audit, investments and budget oversight. Support the director with fundraising events, programming, campaigns and marketing.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Associates degree; 2-4 years accounting and/or secretarial experience.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Coordinate with board members and donors to manage meeting notices, minutes and other correspondence.
- Develop and implement processes to continually improve account management and tracking.
- Assist with preparation of marketing and promotional materials for Foundation programs.
- Assist the Executive Director with various reports.
- Responsible for the planning and implementation of processes to ensure the timely implementation of the scholarship allocation.
- Develop and coordinate information necessary for scholarship allocation completion.
- Coordinate marketing on Facebook, Twitter and website.
- Maintain the scholarship spreadsheet for college allocation.
- Prepare and generate all fiscal reports as required by Foundation including monthly, quarterly and annual requirements.
- Communicate effectively and coordinate with board members, ECC Financial Services and other administrators, faculty and staff to complete required reporting and activities.
- Coordinate the annual audit with auditor.
- Assist with compliance of a variety of applicable laws, rules, regulations and restrictions related to all established guidelines for non-profit management.
- Attend meetings and participate in committees, as assigned, and attend training as required or recommended.
- Provide technical support to board members and donors regarding investment accounts and Foundation finances.
- Maintain and monitor programs through donor and accounting management software/database and maintain all aspects of the internal accounting system.
- Assist with the coordination and implementation of the Friends of Foundation, Patrons of the Arts and ECC Falcon Invitational Golf Tournament fundraising events and any other fundraising event held by the Foundation.
- Assist with campus events (i.e. employee orientation, recruitment fairs, commencement, etc.) as requested.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Knowledge of finance and budgeting procedures. Knowledge of data processing applications relative to accounting procedures. Data processing applications relative to donor acknowledgement procedures. Internal controls related to financial transactions. Knowledge of general office practices and procedures. Knowledge of computer based word processing,

spreadsheet, database, email and accounting software. Ability to use standard office equipment such as personal computer, fax machines, desktop calculator and copy machines. Utilize judgment and critical thinking skills to ascertain which issues need the immediate attention of the Executive Director and which can be deferred to a more convenient time. Excellent customer service skills. Excellent interpersonal skills. Ability to handle confidential information with discretion. Ability to establish and maintain effective working relationships with other employees. Familiarity with database management and donor support software. Effective organizational skills. Ability to apply, adapt, and establish appropriate methods for the solution of a variety of accounting transactions and problems. Ability to prepare financial statements and reports.

**LEADERSHIP and COMMUNICATION SKILLS:** Follow complex rules or systems, using professional literature and technical reports; communicate with internal and external groups.

**DECISION-MAKING and ANALYTICAL SKILLS:** Requires limited decision-making; may be responsible for providing information to those who depend on a service or product.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, etc.; familiarity with Abila software; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- **Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to locally participate in meetings, and other activities related to the operations of the colleges.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 25 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*