

NAPA VALLEY COMMUNITY FOUNDATION (NVCF)

Administrative Assistant for Programs & Finance POSITION DESCRIPTION

The Administrative Assistant for Programs & Finance (AAPF) is responsible for supporting both the Program/Philanthropic Services staff and the CFO with database entry, grant letter processing, mail merges, correspondence, filing, statement generation and reconciliation, as well as some general communications and clerical duties. The AAPF is a heavy user of NVCF's database of record (FIMS), our online account platform for donors (DonorCentral), the mail merge functions of MS Office, as well as some use of QuickBooks. The AAPF handles highly confidential and sensitive financial and donor information.

Supervision

Reports directly to the Manager of Philanthropic Services.

Hours

40 hours per week. This is a full-time non-exempt position. Additional hours required occasionally.

General Responsibilities:

- Generate and send timely grant processing emails to donors
- Assemble, scan, mail, codify and file weekly grant letters
- Process all gift transactions including generating gift acknowledgement letters (using the mail merge function in MS Word), as well as mailing and e-filing any donor correspondence
- Enter Accounts Payable, process payments, and e-file invoices
- Generate monthly rent invoices for building tenants
- Prepare monthly corporate credit card reconciliations for staff
- Enter profiles, funds, contacts and grant applications into FIMS
- Upload to DonorCentral (mail and email as needed) and e-file semi-annual donor fund statements
- Generate and send monthly grant report reminders to grantees; process incoming grant reports
- Maintain all electronic and paper files in impeccable, up-to-date order
- Assist as needed to communicate and troubleshoot with donors regarding grant recommendations, fund balances, accessing their DonorCentral accounts, and more
- Assist with grants processing during high-volume periods
- Assist with codifying emails and written communications in FIMS database
- Handle clerical, food, and meeting room preparations for audit, finance, and grants committee meetings and other meetings related to program/finance staff as needed
- Lay out Community Link newsletter (published 1-3 times per month) using Constant Contact in timely manner and with attention to detail
- Assist as needed to run FIMS reports required by staff from database related to development/fundraising, events, grants, and data projects
- Other administrative and clerical duties as assigned

Required skills, attributes and education

- High school diploma or equivalent required
- Post-secondary certificate or BA degree a plus
- At least 2 years of relevant work experience in similar position

- Excellent word processing skills and proficiency with Microsoft Office required (Word, Excel, Outlook and mail merge functions); experience with both QuickBooks and Adobe a plus
- Experience working with databases
- Demonstrated skills for drafting correspondence that is accurate and professional
- Bookkeeping skills and experience a plus
- Meticulous attention to detail and must be able to complete tasks with a high degree of accuracy
- Strong organizational and time management skills
- Must be a team player and be able to work with staff of two departments and multi-task with high level of accuracy and efficiency
- Appetite for and methodical approach to multi-step, precision-driven duties that are repetitive
- Friendly and professional personality, customer-service orientation
- Ability to take direction and feedback, and course correct quickly
- Creativity, flexibility, openness to problem-solving and positive attitude a must
- Bilingual Spanish-speaker a plus

Compensation

Hourly compensation of \$17-\$20 depending on skills and experience of applicant.

Comprehensive benefits package for full time employees includes: health, dental, vision, PTO, life and LTD insurances, plus a retirement plan with NVCF matching program.

How to Apply

Send resume and cover letter to julia@napavalleycf.org no later than November 13, 2015. Napa Valley Community Foundation is an equal opportunity employer.

About Napa Valley Community Foundation

Napa Valley Community Foundation helps donors transform their passion for giving into greater impact. Now celebrating more than 20 years of service to Napa Valley, NVCF has served as a bridge between philanthropic families and hard-working nonprofit agencies since 1994, bringing people, ideas and resources together to enhance the quality of life in our community. From American Canyon to Calistoga, NVCF has distributed more than \$40 million in grants since it was founded, and currently serves as the philanthropic partner to 100 individuals, families, nonprofit agencies and corporations in Napa Valley. To learn more visit napavalleycf.org.