

NAPA VALLEY COMMUNITY FOUNDATION (NVCF)
Administrative Associate
POSITION DESCRIPTION

The Administrative Associate (AA) performs admin, clerical and office support tasks for a fast-moving team of 9 professional do-gooders. Duties include data-entry, correspondence, meeting support, welcoming visitors and property management. The AA is a heavy user of NVCF's database, akoyaGO, and Microsoft 365 cloud-based software programs including Outlook, SharePoint, Teams, One Note, One Drive, Word and Excel.

Supervision

Reports directly to the President & CEO

Hours

Twenty to twenty-five hours per week. This is a part-time non-exempt position. Additional hours required occasionally.

Primary Responsibilities

- DATA ENTRY & DATA CLEAN-UP
 - De-activate and/or consolidate duplicate records in the database, under the supervision of NVCF Knowledge Manager
 - Keep digital files in impeccable order; enter data for ACH grant payments
 - Be cross-trained to enter gifts into the NVCF database, over time

- DEVELOPMENT AND COMMUNICATIONS
 - Provide digital and print support for periodic direct mail and email campaigns conducted by development and communications staff, support website and social media updates, as needed
 - Assist development staff with storing and finding correspondence in our database
 - Be cross-trained to generate digital and printed gift acknowledgment letters (using MS Word mail-merge) and provide other general support to development and communications staff, as needed

- **MEETING & EXECUTIVE SUPPORT**
 - Schedule meetings and events in the Community Conference Center, our 1,000 square foot meeting space used exclusively by NVCF and local nonprofits
 - Schedule internal meetings (staff, Board, and Committees) and support senior staff (3 people) with respect to their calendars and meetings
 - Handle clerical, technical, catering, and meeting room preparations for all NVCF Board and Committee meetings, as well as other meetings as needed

- **RECEPTION & PROPERTY MANAGEMENT**
 - Welcome visitors to NVCF's offices (donors, nonprofits, Board members, etc.)
 - Coordinate with third-party property manager as needed
 - Order office supplies and ensure that our third-party janitorial service is maintaining our offices in an orderly and welcoming manner

Required skills, attributes and education

- 4-year college or university degree (or a student enrolled in pursuit of such a degree)
- At least 2 years of relevant work experience in a similar position
- Excellent word processing skills and proficiency with Microsoft 365 and MS Office; experience with Adobe a plus
- Experience working with databases
- Demonstrated skills for drafting correspondence that is accurate and professional
- Meticulous attention to detail and ability to complete tasks with a high degree of accuracy
- Strong organizational and time management skills
- Team player able to juggle multiple projects and support staff from various departments while working with a high level of accuracy and efficiency
- Appetite for and a 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, a positive attitude and a good sense of humor
- Bilingual Spanish-speaker a plus

Compensation

Starting salary is \$25 per hour with Paid Time Off benefits.

About Napa Valley Community Foundation

Napa Valley Community Foundation works side-by-side with local donors and nonprofits to tackle the most important challenges our Valley faces. Now celebrating 26 years of service to the community, the Foundation has distributed more than \$75 million in grants to improve the quality of life for residents of the region, and currently serves as the philanthropic partner to thousands of individuals, families, nonprofit agencies and corporations in Napa Valley and beyond.

To Apply

Send a resume and one-pager cover letter by email to Terence Mulligan on or before June 30, 2021. Any cover letter that does not address the applicant's specific skills and experiences, and why those skills/experiences make them a strong candidate for this position, will not be considered. terence@napavalleycf.org