



Job Title: Administrative Manager

Agency: Rochelle Area Community Foundation

Reports to: Executive Director

Payroll Status: Part time

Date: 3/2019

SUMMARY

The Administrative Manager assists the Executive Director to help fulfill the vision, mission and objectives of the Community Foundation. This is a part time position directly responsible to the Executive Director. Approximately 20 hours per week with a somewhat flexible schedule. This position does not provide benefits.

MAJOR RESPONSIBILITIES AND DUTIES:

OFFICE AND DATABASE MANAGEMENT

- Manage general office operations including monitoring office supplies, mail/correspondence, and maintaining overall order and organization of the office
- Answer phones and greet visitors
- Maintain fund, donor, vendor, financial and other files
- Maintain and update policy and procedure documents
- Ensure timely and accurate maintenance, update, and backup of all office systems, including database and filing systems.
- Maintain accurate and timely records/data in Foundation's information systems, including donor, gift, grant, and fund information
- Provide oversight of the RACF website

BOARD, STAFF AND COMMITTEE SUPPORT

- Provide administrative support to the Executive Director, Board members, and committee members as needed, including attendance at monthly Board meetings and specified committee meetings.
- Assist with mailings and special projects as assigned
- Keep records of RACF related newspaper clippings and other news releases
- Respond to other duties as assigned

BOOKKEEPING

- General accounting duties, including entering data into QuickBooks or other spreadsheets, posting gifts, preparing checks and making bank deposits
- Assist the Executive Director in processing gift acknowledgments and notification of gifts, when appropriate, for memorials/honorary gifts, agency fund contributions, etc.
- Support annual audit or tax return requirements by gathering and providing data to Treasurer, accountant and auditors as necessary
- Assist the Foundation Treasurer in preparing monthly financial reports, including monthly reconciliation of bank and investment accounts
- Assist the Executive Director with producing and mailing fund statements for donors and advisors

REQUIRED KNOWLEDGE AND SKILLS

- General computer programs including Office 365
- General bookkeeping accounting procedures
- Willing to learn website content editing
- Superior analytical and organizational skills
- Exhibit sound judgment with the highest ethical standards and maintain strict confidentiality
- Able to maintain effective relationships with financial institutions, donors, and other stakeholders

Preferred:

- Familiarity with the Rochelle area and knowledge of Rochelle area non-profit organizations
- Three years related experience
- Not-for-profit experience
- Experience with QuickBooks

CONTACT

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