



## New Mexico Foundation Job Description

Title: Administrative Assistant
Department: New Mexico Foundation
Reports to (title): CEO
Location: Santa Fe, NM
Exempt/non-exempt status: Non-exempt

### **Summary:**

The Administrative Assistant is the front-line staff member on the telephone and with incoming office visitors. The Administrative Assistant manages office logistics and provides quality customer service with people contacting the Foundation. The Administrative Assistant is also responsible for Board meeting logistics and minutes, maintain calendars, collate and distribute mail, process incoming checks. Prepare communications such as memos, emails, reports and other correspondence. Create and maintain filing systems, both electronic and physical. This is a 40-hour, full-time position.

### **Responsibilities:**

- Coordinate office logistics
- Answer incoming phone calls and greet visitors utilizing best customer service skills
- Process incoming mail
- Accept checks and cash, prepare the daily check tally and write receipts.
  - Maintain list of checks/donations expected by Funds & Fiscal Sponsorship projects
- Manage vendors and guests coming to Foundation office.
- Manage office orders/supplies, and equipment maintenance
- Schedule meetings and outside events in NMF conference and community rooms
- Maintain master calendar
- Coordinate Foundation refreshments/food orders as needed
- Maintain & update the phone system
- Serve as contact person for organizing IT work needed
- Coordinate NMF board meeting logistics:
  - Collect & email all report attachments, create binders for CEO and Chair
  - Lunch and refreshments
  - Attend board meetings, take notes, and produce board minutes
- Maintain NMF records (e.g., staff & board lists, contact info., confidentiality forms)
- Save Wufoo submissions/info from NM organizations
- Assist with use of Community Room for guests with technology setup & maintain tidiness of room
- Provide overall assistance and support to President & CEO
- Provide general office assistance to NMF staff.

### **Assist Fiscal Sponsorship Coordinator**

- Assist with general requests from Fund Holders and FS Advisors
- Assist with all Network for Good donation notifications
- Assist in setting up new FS partner and new Fund files and other on-boarding processes
- Assist with grant documents and mailing:
  - Documents needed for grant applications



## New Mexico Foundation Job Description

- Grant acknowledgment documents, signatures, & contracts
- Scan and forward important materials (e.g., important checks, grant documents) to Fund Holders & FS Advisors
- Prepare monthly donor gift reports and respond to other similar inquiries
- Assist with annual distribution letters (through email)
- Assist current fiscal sponsorship partners with general inquiries and accept checks for credit to their funds
- Assist with FS documents (e.g., agreements, proof of fiscal sponsorship, invoices)

### **Other:**

- Maintain and update Network for Good site (e.g., adding or deleting funds & FS projects)
- Compile, update, & save Board of Directors' Manual
- Update records in RE (set up new funds, new fund advisors & contacts, new emails & addresses, board members)
- Provide back-up to Development with gift entry into Raiser's Edge and preparation of acknowledgement letters as needed
- Assist with Annual Appeals mailing as needed
- Scan, save, & shred old foundation documents

### **Equal Opportunity Employment:**

NMCF is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

### **Americans With Disabilities Act:**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Updated 3/17/20