

Administrative Assistant Job Description

May 2022

Position: Administrative Assistant

Position Type: Full-Time, Non-Exempt

Supervisor: Office Manager

Position Summary: The Administrative Assistant will assist Foundation staff in the daily operations of the organization by providing administrative support for its various departments and executive team members. The ideal candidate is highly-organized and self-motivated, with excellent attention to detail, and strong communication and interpersonal skills.

Organization Summary: DuPage Foundation is DuPage County's philanthropic leader. As a 501(c)(3) public charity, we receive contributions and bequests from individuals, corporations, organizations and foundations seeking to make a difference for our community and the causes that matter most to them. We have grown to more than \$130 million in assets and awarded more than \$65 million in grants to not-for-profits serving the residents of DuPage County and beyond.

Advancement:

- Prepare notes of congratulations and other correspondence to Foundation constituents
- Conduct research and prepare reports related to the engagement, cultivation and stewardship of Foundation constituents
- Support the execution of constituent mailings and electronic campaigns
- Supervise the registration process for and at Foundation events
- Coordinate tables at various events
- Maintain donor and fund files
- Assist with the annual Benefit and other events

Communications

- Update media contacts in database
- Produce reports required for mailing publications

Executive

- Distribute interoffice mail
- Secure meetings and appointments
- Produce report of profiles added to the database and route to executives for proofreading

Finance and Administration:

- Provide primary phone and reception coverage for the office
- Supervise kitchen maintenance and care of office plants
- Process digital birthday and anniversary greetings
- Open and distribute mail
- Scan and file documents
- Enter weekly call reports for staff
- Enter and maintain data in the Foundation's software system
- Process gifts and donor acknowledgments
- Attend and take minutes for meetings

Programs

- Communicate with grantees to ensure timely completion of grant agreements
- Compile scholarship packets and award letters for new and renewable scholarships
- Enter data for the JCS Fund Young People's Music Initiative
- Assist with data entry and mailings for the Community Needs Grant Program, among others
- Assist with annual distributions from Agency and Designated funds

Qualifications and Experience:

- Three years related experience managing activities in a busy office
- High level of accuracy and desire to maintain an orderly environment
- Skilled at managing multiple projects
- Friendly and calm demeanor while under pressure
- Outstanding verbal and written communication skills
- Strong interpersonal and networking skills among diverse constituent groups
- Proficient with Microsoft Word, Excel, PowerPoint, Outlook and database management systems; comfortable learning new technology
- Not-for-profit experience a plus

To Apply: Email a PDF résumé and cover letter to Karen Vicary at apply@dupagefoundation.org. All applications will be considered under the strictest of confidence. **No calls please.**

Hiring Policy: The DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, pregnancy, or any other legally protected status.

The DuPage Community Foundation d/b/a DuPage Foundation raises the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs and building community partnerships.