

Job Description
Community Foundation for Nantucket
Administrative Assistant

Major Function: Assisting Executive Director and the Foundation Board of Trustees to promote philanthropy through service to donors, grantees and the community.

Responsibilities:

- Provide administrative support for the Executive Director.
- Provide program support for Scholarship Funds and Community Grants.
- Work on special programs as needed.
- Administer other existing programs, as necessary.
- Prepare reports, presentations, memos, letters, and other documents using word processing, spreadsheets, or database information as required by the Executive Director.
- Attend meetings as requested to record minutes and develop after action plans. Compile, transcribe, and distribute minutes of meetings, follow up on actions required.
- Assist with meeting preparation, provide materials and other details for board and committee meetings.
- Prepare and support mailings, newsletters, Annual Report, appeals.
- Ensure donor and prospect information in Foundant is current, prepare and proof lists, assemble mailings, oversee volunteers as needed. Research addresses of returned mail.
- Maintain inventory and storage of office materials and supplies.
- Provide materials and other details for board and committee meetings.
- Maintain office files and records
- Answer phones, general receptionist duties
- Other duties as assigned by Executive Director.

Knowledge, skills, abilities:

- Excellent organizational skills
- Excellent written and oral communication skills
- Self-motivated with the ability to work independently and with a team
- Ability to plan work and maximize resources
- Ability to effectively interact and communicate with all types of people with tact and diplomacy
- Strong working knowledge of office automation and software, including Microsoft Office, Outlook, Word, Excel and online services
- Experience with database management and special events are a plus.
- Genuine enthusiasm for the mission of the Community Foundation and commitment to its goals
- Ability to maintain confidentiality and exercise utmost discretion in all transactions
- Looking for a motivated, enthusiastic individual willing to learn.

Please submit a resume and letter of interest to sdaily@cfnan.org