



*Inspired by the area's rich tradition of generosity, the Winona Community Foundation strengthens our community through philanthropy with the goal of fostering a healthy, dynamic community where all people have the opportunity to enhance the quality of their lives and the lives of others.*

## **POSITION DESCRIPTION**

<b>TITLE:</b>	Communication and Office Coordinator
<b>REPORTS TO:</b>	President/CEO
<b>IMMEDIATE SUPERVISOR:</b>	President/CEO
<b>STATUS:</b>	20 hours/week (40 hours per pay period)
<b>COMPENSATION:</b>	\$15/hour and up based upon experience

## **SUMMARY:**

The **Communication and Office Coordinator** is responsible for coordinating multiple aspects of the Foundation including the development and implementation of a communication and marketing plan in coordination with the president/CEO. The incumbent will have primary responsibility for maintaining the website and social media presence of the Foundation as well as for collaborating on the production of a newsletter and other communication tools. The position includes administrative work such as data management, filing, correspondence and general coordination of projects. This is a dynamic, small office environment with diverse work that involves partnering with area non profits, donors, board members and the community at large to advance the Foundation's mission. It requires that the incumbent demonstrates a high level of integrity and maintains strict confidentiality. The incumbent is required to be well organized, self-directed, able to think creatively and critically, and logically work through problems.

## **PRINCIPAL RESPONSIBILITIES:**

### **Communication and Marketing**

- Oversee Marketing Committee
- Maintain and update website with content including news stories and webpage content
- Develop and write news stories and press releases
- Manage media contacts
- Manage Facebook account and content
- Create and print quarterly newsletter with fund statements
- Work with President/CEO on annual report
- Oversee Founders Event and Award process
- Work with Golf Committee on annual golf outing

### **Administrative/Office Management/Finance Assistance**

- Primary office contact for phone and reception duties
- Responds to inquiries and questions via phone and e-mail, or directs to the correct staff member
- Maintains the working order of the office equipment and keeps supplies filled
- Organizes and maintains the Foundation's documents, database and files
- Prepares memos, letters, reports and other written materials as directed by the president/CEO

- Retrieves data and information to assist in completion of projects and administrative tasks
- Maintains staff records and policies
- Creates, proofs and edits documents or other correspondence as asked
- Participates when asked in training and development opportunities
- Assists in the preparation of the monthly grants and fund disbursements list for the board
- Coordinates mailings such as the quarterly statements to donors
- Plans events with assistance of president/CEO and/or board and volunteers
- Finance & Database Tasks:
  - Data entry and maintenance in contact relationship manager database (Foundant CSuite) requiring great attention to detail
  - Gift entry and acknowledgements
  - Reviews “Requests to Pay Expenses” for compliance with policy and mathematical accuracy
  - Reviews “Emergency Assistance Reimbursement” for compliance with policy and mathematical accuracy
  - Reviews “Dental Access” for compliance with policy and mathematical accuracy
  - Prepares the summary of “Grant and Program Requests” for review at the Board meeting
  - After Board approval, obtains two signatures on the checks, as appropriate, and mails out checks

### **Board and Committee Support**

- Assists the President with preparation and organization of Committee and Board meetings
- Assists the members of the Board, particularly committee chairs, with accomplishment of their duties
- In the absence of a recording secretary, takes minutes for board and committee meetings as schedule allows
- Maintains board service records, board and committee minutes and materials from meetings
- Maintain confidentiality of donors, funds and other sensitive information within the office records
- Supports other Foundation staff with general tasks as needed

### **IDEAL CANDIDATE**

#### **Knowledge, skills and abilities:**

- Ability to organize and execute all phases of work with judgment, independence and a minimum of supervision
- Excellent communication skills, both written and oral
- Excellent computer skills and applied experience working in a relational database including query and report writing
- Knowledge and experience using social media tools including but not limited to Facebook and LinkedIn
- Good knowledge of office equipment, office procedures, clerical duties such as typing, accounting, filing with accuracy and efficiency
- Excellent time management and multi-tasking capability
- Ability to organize and supervise work of volunteers
- Ability to treat all appropriate information confidentially
- Cooperation and initiative are vital, along with commitment to, and involvement in, our community
- Exercise good judgment and decision-making capabilities, be self-motivated with a dynamic personality, and willing to help out where needed

#### **Education & Experience:**

- Technical or college degree
- Office management experience
- Previous work within the nonprofit sector preferred

#### **Software:**

- Foundant CSuite (Foundation software)
- Microsoft Office 365: Word, Excel, Publisher
- Canva
- WordPress (website)