



*The Winona Community Foundation is a catalyst for igniting generosity and building this vibrant and enduring place we call home.*

**POSITION DESCRIPTION**

**TITLE:** Administrative and Communication Coordinator  
**REPORTS TO:** President/CEO  
**IMMEDIATE SUPERVISOR:** President/CEO  
**STATUS:** 20 -- 30 hours/week (generally 20 hours may need to flex up to 30 hours from time to time)  
**COMPENSATION:** \$18/hour and up based upon experience

**SUMMARY:**

The ***Administrative and Communication Coordinator*** is a front-facing member of the Winona Community Foundation team. This position is primarily responsible for office and administrative work including general receptionist duties, supporting the president/CEO and board, gift and data processing, filing, correspondence, and general coordination of projects. This position implements the communication and marketing plan in coordination with the president/CEO, including management of the Foundation’s social media presence across various platforms, maintaining and updating the website, producing newsletter content, press releases, and other communications.

This is a dynamic, small office environment with diverse work that involves partnering with donors, board members, area nonprofits, 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. The expectation is work will be completed in the office. This position is not eligible for remote work.

**PRINCIPAL RESPONSIBILITIES:**

**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, keeps supplies filled, and maintains the overall appearance of the office
- Organizes and maintains the Foundation’s documents and files
- Prepares memos, letters, reports and other written materials as directed by the president/CEO
- Maintains staff records and policies
- Creates, proofs, and edits documents or other correspondence as asked
- Participates in training and development opportunities
- Coordinates mailings

- Coordinates Foundation's Community Grant program (call for applications, compiling applications for review, coordinating grant agreements and grant distribution)
- Coordinates events including an annual golf outing in late June and Founders Event in the fall with assistance of president/CEO and/or board and volunteers
- Finance & Database Tasks:
  - Gift entry and acknowledgements
  - Data entry and maintenance in contact relationship manager database (Foundant CSuite) requiring great attention to detail
  - Document notes, opportunities, and tasks for relationship management
  - Completes necessary documentation of board approved policies, fund agreements, grants, and payments including obtaining necessary signatures as appropriate.
  - Coordinates reimbursements for the Foundation's Emergency Assistance and Dental Access Funds reviewing for compliance with policy and mathematical accuracy

### **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
- Staff liaison to Outreach and Engagement and Community Impact Committees
- Supports other Foundation staff with general tasks as needed

### **Communication and Marketing**

- Implement communication and marketing plan including newsletters, press releases, writing articles, coordinating paid advertising, etc.
- Implement "Planned Giving in a Box" program
- Maintain and update website with content including news stories and webpage content
- Manage media contacts
- Manage Foundation's social media accounts including Facebook, Instagram, and LinkedIn
- Work with President/CEO on annual report
- Coordinate Founders Event and Award process
- Liaison to Golf Committee for annual golf outing

### **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
- Demonstrated ability to manage social media applications across platforms
- 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:**

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

**Software:**

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