



## ADMINISTRATIVE ASSISTANT POSITION

**JOB TITLE:** Administrative Assistant – Independent Contract Position

Foundation 191's mission is to enhance, enrich and expand educational opportunities within the Burnsville-Eagan-Savage school district.

**GENERAL JOB DESCRIPTION:** Assistant is to support non-profit Board in its purpose. Duties include outreach to local schools, businesses and agencies, document preparation and distribution (e.g. to Board or to School District personnel, grant recipients, donors, or newspapers) general bookkeeping and document retention duties. Assist with coordinating fundraising events. Writing and publishing blog posts for the website and social media. Assistant is expected to work out of a district 191 office a minimum 1 day per week, visit district 191 schools, be face-to-face with local businesses, and attend foundation events and fundraisers.

### QUALIFICATIONS FOR JOB

#### *Education*

- High School degree
- BA or Associates Degree (preferred)

#### *Experience*

- In-office setting including equipment and software
- Community outreach (preferred)

### KEY COMPETENCIES

- Ability to identify and connect with potential community partners, businesses, or other agencies
- Event planning
- Great communication skills
- Computer, web, and social media skills
- Ability to work remotely and independently

### DURATION

- Contract position for 1 year (renewal possible)
- Hours: approximately 10 hours per week; approval needed for additional hours

### SALARY

- \$20 per hour with an average of 40 hours per month

### MAJOR DUTIES AND RESPONSIBILITIES

#### Operations/Logistical

- Maintain annual business registration with Minnesota secretary of state
- Donation thank you and tax deductible letter
- Assist Treasurer with filing necessary tax forms
- Manage grant applications

- Review grant reimbursement forms, review verification documents, copy reimbursement form, maintain payment status spreadsheets
- Maintain subscription with website host company
- Collect mail and distribute
- Coordinate fundraising events as point person
- Support Scholarship Program receipts, receivables, and donors

## **Marketing & Communications**

- Event planning and promoting
- Draft press/news releases for events and grant announcements
- Email news releases to Sun/This Week, Savage Pacer, Star Tribune
- Prepare website articles on events, grant applications, grant announcements
- Communicate with community businesses for sponsorships, donations
- Outreach to current grant recipients of Foundation 191
- Web and social media postings
- Blogging and taking pictures
- Respond to grant recipient emails regarding payment and grant balances
- Respond to emails from vendors
- Respond to public inquiry emails

## **Financial**

- Maintain ledger of grants for each year
- Enter grant payment reimbursements amounts into ledger
- Basic record and bookkeeping
- Support treasurer with bank deposits and other duties as requested
- Coordinate foundation invoices/bills for events
- Facilitate in-kind donations to Foundation such as stock and obtain paperwork for completing transaction

## **Foundation Events**

- Monthly Meetings
  - 5 p.m. every 2<sup>nd</sup> Tuesday of the month
- Grant Gala – grant program kickoff
  - February 13, 2020
- BHS Scholarship Program
  - May 20, 2020 Ceremony
- Board Retreat
  - August 2020
- Golf Tournament
  - September 2020