WATERTOWN AREA
COMMUNITY FOUNDATION

Office Administrator

Reports To: Executive Director
Employment Status: Full-Time, Exempt

Position Summary

The Office Administrator plays an important role in advancing the mission of the Watertown Area Community Foundation by ensuring the efficient, professional, and organized operation of the Foundation's office and administrative functions.

The Office Administrator is responsible for coordinating and maintaining the day-to-day administrative operations of the Watertown Area Community Foundation. This position provides essential administrative, organizational, communications, financial, and programmatic support to the Executive Director, Foundation staff, and Board of Directors.

The ideal candidate is detail-oriented, highly organized, proactive, and comfortable managing multiple priorities in a small, mission-driven organization. The Office Administrator must exercise sound judgment, handle confidential information with discretion, communicate effectively with a variety of audiences, and demonstrate flexibility as organizational needs evolve.

Responsibilities include office management, recordkeeping, board and committee support, donor and grantee database maintenance, financial and bookkeeping support, communications, event coordination, and assistance with the Foundation's grantmaking and fundraising activities.

Key Responsibilities

Office Administration & Operations

- Oversee daily office operations to ensure an organized, efficient, welcoming, and professional environment.
- Answer telephone calls, respond to general inquiries, take messages, and greet visitors.

- Receive, open, sort, and distribute incoming mail; coordinate outgoing mail and deliveries.

- Draft routine correspondence, emails, and other communications on behalf of the Foundation.

- Maintain organized electronic and physical files, records, documents, and office systems.

- Manage office supplies, equipment, service providers, and routine purchasing needs.

- Coordinate scheduling, appointments, meetings, travel arrangements, and other logistical needs.

- Maintain office procedures and assist with improving administrative systems and workflows.

- Coordinates with Foundation Trustees to ensure Foundation owned buildings and properties are properly maintained.

- Provide general administrative support to the Executive Director and other Foundation staff as needed.

Financial & Administrative Support

- Assist with routine financial administration, including organizing invoices, compiling monthly bills, tracking expenses, and maintaining supporting documentation.

- Assist with processing accounts payable and other financial transactions in accordance with established procedures and approval requirements.

- Maintain and reconcile records for petty cash or other office funds, if applicable.

- Track budgets and expenditures for designated projects, programs, and events.

- Assist with gathering information for financial reports, budgets, audits, and other organizational reporting needs.

- Maintain organized financial records and assist with document retention.

- Coordinate with the Executive Director, bookkeeping personnel, financial institutions, or other service providers as needed.

- Handle financial and donor-related information with a high degree of accuracy, discretion, and accountability.

The Office Administrator provides financial and bookkeeping support but does not independently authorize expenditures or make financial decisions outside the authority delegated by the Executive Director.

Donor, Fund, and Database Administration

- Maintain accurate and current donor, fund, grantee, stakeholder, and community contact records.
- Enter, update, and verify information in the Foundation's donor database and other organizational systems.
- Assist with donor correspondence, acknowledgments, contribution records, mailing lists, and routine donor communications.
- Support the preparation and distribution of donor statements, annual giving materials, fund reports, and other communications as assigned.
- Assist with the administration of donor-advised funds, agency funds, designated funds, scholarship funds, and other Foundation programs as appropriate.
- Maintain organized documentation related to gifts, funds, grants, and other Foundation activities.
- Assist with the preparation of donor and fund information for internal reporting and donor communications.
- Protect confidential donor information and follow established policies for recordkeeping and data management.

Grantmaking and Program Support

- Provide administrative support for the Foundation's grantmaking programs and advisory committees.
- Assist with receiving, organizing, tracking, and maintaining grant applications, supporting documents, grant agreements, and reports.
- Coordinate grant committee materials, meeting schedules, communications, and other administrative needs.

- Assist with grant award notifications, correspondence with applicants and grantees, and the distribution of grant-related information.
- Help coordinate grantee site visits, meetings, and follow-up communications.
- Maintain accurate records of grant activity, deadlines, documentation, and reporting requirements.
- Assist with scholarship programs, youth initiatives, donor-advised fund activities, and other Foundation programs as assigned.
- Provide courteous, timely, and professional assistance to grant applicants, grantees, and community organizations.

Fundraising and Special Events

- Assist with planning, coordinating, and executing Foundation fundraising events, donor gatherings, community activities, and other special events.
- Assist with coodinating event logistics, invitations, registration, guest lists, supplies, vendors, catering, and follow-up communications.
- Assist with fundraising campaigns, annual giving initiatives, donor outreach, and related administrative activities.
- Maintain event records, participant lists, sponsorship information, and other supporting documentation.
- Assist with preparing event materials, presentations, signage, and promotional communications.
- Support the Foundation's efforts to recognize donors, celebrate grant recipients, and strengthen community relationships.

Technology and Records Management

- Maintain proficiency with the Foundation's office technology, software, databases, and communication platforms.
- Assist staff and board members with routine technology and access needs, including board management systems and electronic document sharing.

- Maintain orderly electronic and physical records in accordance with Foundation policies and established retention practices.
- Support appropriate data security, confidentiality, and access controls.
- Identify opportunities to improve administrative efficiency through technology and updated procedures.

Other Responsibilities

- Work collaboratively with Foundation staff, board members, committee members, donors, grantees, and community partners.
- Assist with special projects and organizational initiatives as assigned by the Executive Director.
- Perform other duties consistent with the position and the needs of the Foundation.

Qualifications and Competencies

Education & Experience

- Bachelor's degree in business, nonprofit management, education, communications, or a related field preferred.
- Minimum of 5 years of experience in administrative, office management, customer service or nonprofit experience.
- Experience with CRM software, financial recordkeeping, communications platforms, or event coordination is beneficial.
- Experience with donor relations, grantmaking, or scholarships preferred.

Knowledge, Skills & Abilities

- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and Adobe Acrobat.
- Ability to learn and effectively use donor databases, board management software, financial systems, and other technology platforms.

- Ability to manage multiple responsibilities, prioritize deadlines, and work independently.
- Ability to handle confidential information appropriately and exercise sound judgment.
- Strong proofreading, document preparation, and recordkeeping skills.
- Ability to identify problems, take initiative, and recommend practical solutions.
- Willingness to learn and adapt to changing organizational needs.
- Excellent organizational and project management skills with attention to detail.
- Demonstrated ability to manage relationships diplomatically with schools, donors, community leaders, and nonprofit partners.
- High-quality standards for accuracy, confidentiality, and professionalism.

Work Environment

- Professional office environment located in downtown Watertown.
- Part of a collaborative and community-minded team.
- Work hours are Monday through Friday, 8:00 AM- 5:00 PM.
- Occasional evening or weekend hours for Foundation events or community meetings a few times a year.

Compensation

Competitive salary commensurate with experience. The position includes a generous benefits package, including retirement match, health insurance stipend, paid holidays, PTO, and professional development support.

Interested individuals should send their cover letter, resume, and 3 references to cammie@wacfsd.org .