



## ADMINISTRATIVE AND COMMUNICATIONS MANAGER

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Position Title: Administrative and Communications Manager  
Reports to: President/CEO  
Position Status: 25 Hours/week  
Compensation: \$14 - \$16 per hour

### POSITION SUMMARY

The Administrative and Communications Manager will be responsible for data entry; accounts payable and receivable; donor database management; agency communications coordination; vendor management; and providing confidential administrative support to the President/CEO, staff, and the Board of Directors for Benton Community Foundation (“BCF”).

The Administrative and Communications Manager is central to BCF operations and is key in creating a strong, positive public image for BCF. Adherence to tight deadlines and high quality standards, tolerance of moderate disruption, and ability to handle change are expected. Works both independently and cooperatively as a member of BCF’s team.

### DUTIES AND RESPONSIBILITIES

- Establish, manage, and maintain agency databases by entering and acknowledging donations, pledges, payment on pledges, online transactions, and generating lists for reports, and mailings,
- Coordinate with Finance Manager to ensure timely and accurate receivable and payable data entry, reporting, and grants/scholarship distribution,
- Provides support to the Board and Committees of the Board by attending meetings, recording and distributing meetings minutes, maintaining committee policies, documentation, calendars, and assisting with agendas,
- Coordinates and assists in the creation of communication materials including annual report, donor gift reports, letters, flyers, press releases, newsletters, electronic communications, and online content,
- Update, maintain, and organize agency policies, procedures, office information, documents, and files,
- Process mail; post, document and deposit receipts; manage account payables, order office supplies
- Support all activities of the President/CEO.

### TECHNICAL ABILITIES

- Excellent proofreading and communications skills (oral and written),
- Knowledge of electronic media including but not limited to website posts, blogs, e-newsletters, word press applications, and various social media applications,
- Ability and willingness to learn new software/computer programs with minimum guidance,
- Fluency with Microsoft Office 365 products (including Outlook, Excel, , Power Point & Publisher).

## **PERSONAL CHARACTERISTICS**

This position requires the ability to work efficiently and pleasantly with a wide variety of internal and external customers. As the first line representative of BCF, a high level of positive diplomacy and tact are required in providing service to internal and external customers. Communications are regularly confidential in nature, requiring the employee to use discretion while communicating information clearly and concisely to all supervisors or customers.

- Ability to build and maintain effective working relationships,
- Demonstrates courtesy, friendliness and consideration,
- Exercises good judgment and decision making capabilities,
- Evidence of dependability and effective work habits.

## **CHARACTERISTICS OF A STRONG CANDIDATE**

- Experience managing databases/donor databases (stellar/iph, donor perfect, giftworks),
- Experience coordinating fundraising campaigns (by mail and electronically) and creating electronic media,
- Flexible and enthusiastic while adapting to BCF's evolution as they strive to meet the changing needs of our community,
- Team player eager to learn new skills and expand the scope of responsibilities,
- Trustworthy, reliable, and has integrity.

## **PERFORMANCE INDICATORS**

The "DUTIES AND RESPONSIBILITIES" as presented in this job description will be used as some of the measuring tools in the employee's annual performance evaluation. The President/CEO will perform a performance evaluation upon the completion of the employee's first six (6) full months of work. The next performance evaluation shall be scheduled upon completion of the employee's first twelve (12) full months of work and annually thereafter.

## **HOURS AND COMPENSATION**

This position is part time. The employee will work twenty five (25) hours per week. The typical work week will be Monday through Fridays from 11:30 A.M. to 5:00 P.M., but days and hours may change based on scheduling requirements. The hourly rate for this position will be determined by the President/CEO. Upon the completion of the employee's first six (6) full months of work, personal time off (PTO) shall accrue at the rate of five (5) hours per month. If the employee's regular work day falls on a Holiday recognized by the Benton Community Foundation, the employee shall be compensated for those hours the employee is regularly scheduled to work.

**BCF is an equal opportunity employer.**

**Applications for this position will not be accepted after 5:00p.m., Tuesday, September 5<sup>th</sup> 2017. To apply, please submit a one page resume and cover letter.**