

LEXINGTON

community foundation

Job Description

POSITION: Administrative Assistant
REPORTS TO: Executive Director
HOURS: 40 hours per week

COMMITMENT TO MISSION:

This job carries with it the obligation to uphold the Lexington Community Foundation (LCF) 's mission statement in providing essential office support to assist donors in inspiring generosity to strengthen the Lexington community. A commitment to confidentiality, respect, and accountability to donors and fund holders is essential.

JOB SUMMARY:

The Administrative Assistant serves as the primary point of contact for fund holders and other stakeholders and strives to strengthen those relationships. The Administrative Assistant ensures the day-to-day business of LCF is completed in a timely, accurate, and professional manner. This includes carrying out daily financial operations, donor/fund holder communications, database management, and general office duties necessary to support the objectives and policies of the Lexington Community Foundation. This role requires flexible work hours between 8 AM and 5 PM, supporting operations, assisting with events, and ensuring smooth day-to-day operations.

ESSENTIAL JOB FUNCTIONS:

- Professional office management and general administrative duties.
- Serve as a resource to fund holders, providing information about fund balance and distributions.
- Ensure accurate and timely processing of financial transactions.
- Establish and grow relationships with current and potential fund holders.
- Contribute as a productive professional staff member, furthering the team environment through active collaboration and problem-solving.
- Adherence to Foundation policies and procedures assuring donor confidentiality and the confidentiality of the funds undertaken by the Foundation.

DUTIES AND RESPONSIBILITIES:

1. Answering phones, taking messages, and directing calls.
2. Manage calendars and schedule meetings, appointments, and events, including board and committee meetings support.
3. Handling incoming and outgoing standard and electronic mail.
4. Maintaining office supplies and equipment.
5. Serve as a positive resource to fund holders, aiding in grant distributions by fund agreements and foundation policy.
6. Establish positive relationships with area nonprofit leaders.
7. Keep all donor and fund files (physical and electronic) current with relevant documentation.
8. Assisting with data entry and database management.
9. Manage fund holder communications, including gift acknowledgments, etc.

10. Engage with donors, board members, staff, and the public, including social media updates and online outreach.
11. Carry out special projects as directed by the Executive Director, which may include, but are not limited to, special mailings, phone calls, events, special reports, etc.
12. Other duties as assigned.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

- Associate's degree preferred.
- Accounting experience preferred.
- Knowledge of or background in the Lexington community preferred.
- Strong communication (oral and written) and interpersonal skills.
- Computer competency, including MS Office (Word, Excel, Outlook), social media content creation
- Standard office administration procedures and business office management techniques; English grammar, punctuation, spelling, and proofreading; ability to operate standard office equipment; principles of Internet research; and professional telephone etiquette.
- Excellent organizational skills, ability to plan workflows, handle multiple tasks simultaneously, manage details, problem solve, and meet deadlines.
- High degree of personal and professional integrity in a team office environment.
- Ability to occasionally work non-traditional hours, when needed, to support LCF events (Give Big Lexington, Key Dinner & Auction, meetings).
- A passionate commitment to the philanthropic sector and the betterment of the community served by the Lexington Community Foundation.

COMPENSATION AND BENEFITS:

- Full-Time, hourly position – Salary based on experience
- Retirement plan – LCF matches employee contributions up to a maximum of three percent (3%) of the employee's salary earned during that period
- Paid Time off for holidays (7)
- Bonus compensation for years of service & exemplary effort