

## **OUTER BANKS COMMUNITY FOUNDATION**

### **Position Description for Office and Operations Associate**

The Outer Banks Community Foundation is seeking a qualified and enthusiastic professional to serve as its next Office and Operations Associate. The Associate will work to support the Foundation's Executive Director and Board of Directors in implementing all of the organization's grantmaking programs and administrative activities. The Associate will also provide bookkeeping support for the Foundation's finances. This full-time, permanent position will report to the Executive Director.

Founded in 1982 and based in Southern Shores, the Outer Banks Community Foundation is a public charity that helps meet local needs across the North Carolina Outer Banks, from Ocracoke Island to Corolla. The Foundation accomplishes its mission by increasing charitable giving in the community, managing charitable funds for individuals and agencies, and targeting grants toward the community's most pressing needs and promising opportunities. Since 1982, the Outer Banks Community Foundation has given back more than \$4 million in grants and scholarships to organizations and students across the Outer Banks.

#### **Position Summary**

The Office and Operations Associate will:

- Provide administrative assistance to the Executive Director and 12-member Board of Directors.
- Handle all financial activities, transactions, and reporting for all of the Foundation's operating, programmatic, scholarship, and grant related activities.
- Help the Foundation operate effectively and efficiently in all aspects of its work by managing the office building and all office systems.
- Assist with special projects and special events.

More specifically, the Office and Operations Associate will:

- Manage the Foundation's office building in Southern Shores, working with the Executive Director and the Office Committee to coordinate maintenance and upkeep.
- Process donations and gift acknowledgment mailings.
- Maintain membership and donor database, including donor and gift entry.
- Assist the Executive Director in preparing for Board and Committee meetings, including scheduling meetings, preparing agendas and meeting packets, and taking minutes.

- Amicably receive and assist visitors and callers, and process mail, phone, fax and email correspondence. Provide general information to the public and refer requests for specific information to the Executive Director.
- Manage and process grant and scholarship payments, vendor payments, and employee expense reimbursement.
- Work with the Executive Director and Treasurer to reconcile monthly credit card and bank statements.
- Serve as a financial point of contact to grantees and scholarship recipients.
- Handle vendor contracts and invoices to ensure proper and timely payment.
- Work with the Executive Director and Treasurer to prepare monthly, quarterly, and annual financial and budget reports.
- Assist Executive Director, Treasurer, Accountant, and others in preparing the annual 990 and other required paperwork. Provide paperwork and other documents as needed for the organization's annual audit, working with the Executive Director, Treasurer, and others.
- Assist with the planning, logistics, and implementation of Foundation events, including the annual membership meeting, quarterly Board meetings, annual Board retreats, nonprofit workshops, and other events (e.g., annual Legacy Society event).
- Maintain official Foundation documents and records in appropriate files (paper and electronic).
- Manage the office's computers, phone, internet, and network, including personal computers, printers, copiers, fax machine, scanner, and back-up systems. Troubleshoot hardware, software, and network problems, calling on professional IT support as needed.
- Ensure smooth functioning of the office, including ordering and maintaining office supplies and equipment.
- Perform other duties as assigned by the Executive Director.
- Uphold and promote the mission and values of the Foundation.

#### Position Requirements

- Bachelor's degree.
- At least two years' experience performing administrative and bookkeeping duties.
- Strong computer skills, with proficiency in Microsoft Outlook, Word, Excel, and Power Point.
- Thorough knowledge of modern office practices and procedures.
- A high degree of flexibility in order to achieve the Foundation's objectives and meet its demands/needs.
- Exceptionally keen attention to detail.

- Good written communication skills and excellent interpersonal skills to provide a high level of customer service to volunteers, Board Members, donors, nonprofits, and the general public.
- Ability to understand and interpret pertinent policies and procedures clearly and accurately.
- Ability to learn and use the software programs used by the Foundation (i.e., QuickBooks, Community Pearl, and QuickBase).
- Willingness to work on the occasional evening or weekend in order to attend and coordinate Foundation events.

### Preferred Skills

- Nonprofit experience—better yet, community foundation experience.
- Ability to maintain, manage, and troubleshoot office hardware, software, internet, and network systems.
- Experience with QuickBooks, Community Pearl, and/or QuickBase software.
- Experience with website content management software.
- Experience managing payroll and benefits.

### Essential Personal Qualities

- Commitment to and enthusiasm for the mission of the Outer Banks Community Foundation, and a passion for serving our community.
- Willingness to work as a team player.
- A strong work ethic and a capacity to complete assignments in a timely, organized, and efficient manner without extensive oversight.
- An ability to work independently, to accept constructive criticism, and to handle pressure of multiple tasks with resilience and a sense of humor.
- Excellent judgment, an ability to exercise discretion and tact in difficult or confidential situations, and an ability to project a positive, professional image to the public.
- Satisfactory criminal background and references.

### Compensation and Benefits

- 80% of health insurance premium after completion of a 90-day probation period.
- 15 days of undesignated leave per year, noncumulative.
- Up to 3% match of annual salary into a SIMPLE IRA plan.
- 8 paid holidays per year (New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas).

- Education and training opportunities as agreed by employee, Executive Director, and Board.
- Salary commensurate with experience.

#### How To Apply

Please email a cover letter and résumé to Lorelei Costa, Executive Director, at [info@obcf.org](mailto:info@obcf.org). Applications will be accepted until the position is filled; however, to ensure that your application receives full consideration, please submit by December 31. No phone calls, please.