

Greater Polson Community Foundation Seeks Part-Time Administrative Assistant

Job summary: Responsible for day to day administrative support for the GPCF board of directors with special emphasis on permanent record keeping, promoting public awareness of GPCF, and supporting the efforts of Envision Polson! Be “forward thinking” and recognize needs in our community. Bring suggestions to the Board of Directors.

Categories of work to be done by the part-time GPCF administrative assistant:

Administrative duties:

- Check mail and phone messages...respond appropriately
- Support GPCF Committees and Officers in administrative needs. This includes especially the Event Committee when income and expenses need to be carefully recorded.
- Maintain files in accordance with good business practices and the document retention policy.
- Attend all Board meetings and Executive Committee meetings to provide an additional link between administrative office functions and the Board of Directors.
- Support Grant Committee in the maintenance of records and documentation on grants given by the GPCF.

Assist Treasurer:

- Prepare bank deposits. Keep records of deposits. Prepare checks for signature.
- A working knowledge of Quick Books accounting software is required.
- Interface with our CPA to ensure Financial Reports are provided on a timely basis for Committee and Board meetings.

Nurture donor relationships

- Receive checks and donations; provide receipts
- Pass along copies of the receipts to donor data base person
- Assign board members to make thank you calls to donors whose gifts exceed \$100.
- Insure that thank you notes are written promptly documenting donations; include receipts
- Participate in marketing and fundraising efforts as directed by the Board of Directors
- Prepare the semi-annual GPCF newsletter
- Write press releases at the direction of the President or Board of Directors

Assist Envision Polson!

- Attend monthly meetings of the Steering Committee of Envision Polson!
- Provide office support to the Steering Committee as needed.
- Serve as liaison between GPCF and the Steering Committee

Other duties and tasks related to the functions within the GPCF office may be agreed upon by both parties.

Rate of pay is dependent on experience.

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HOW TO APPLY:

Applications will be accepted by mail only to: Greater Polson Community Foundation, P.O. Box 314, Polson, MT 59860 **Applications are due Monday, March 16, 2015.**

Submit a cover letter with three references to include the contact information for your references. (Application will constitute approval for the GPCF to contact your references.) Within your cover letter include how you feel your experience and qualifications make you a proper candidate for this position.

This position requires competency in Quick Books, Word, Excel and other software. Include a summary of your software knowledge and experience.

Please include a completed application form as attached.