

Ephraim Historical Foundation

Job Description: Administrative Assistant

The Administrative Assistant is responsible for providing advanced and confidential administrative support to the President & Executive Director. This position will work closely with the Board of Directors, Board committees, and provide impeccable communication and follow-up while managing multiple tasks.

This position will be required to work with skill and diplomacy when interacting with donors and other key museum stakeholders.

The Administrative Assistant is tasked to keep the EHF membership records with the support of the Membership Chairperson, and works with the ED to further develop the EHF membership program.

During the season (May – October), the Administrative Assistant coordinates the front desk and museum operations.

Finally, as is true for all non-profits, the EA will take on additional duties and responsibilities beyond those outlined below as the Foundation's mission and operations requires and as the EHF Executive Director instructs.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Assist Executive Director (30%)

- Draft and manage information flow via phone, email, and general correspondence in a timely manner.
- Develop/design presentations for the board committees which may include some ability to integrate multi-media components;
- Process and prepare regular acknowledgements of financial gifts and grants on behalf of the ED, working in concert with the Membership Chair.
- Assist with meeting schedules and handle associated meeting rooms, and/or hospitality. Ensure confirmation and proper follow up.
- Answer phone and field inquiries; monitor voice and email; greet visitors.
- Coordinate various events
- Maintain subscriptions, organizational memberships and related payments, records, etc. Provide administrative support to the other members of the Management Committee, as appropriate.
- Manage on-call schedule and contact information. (Docents and Volunteers)
- Manage routine communication such as All Staff communications, monthly Board update, dashboards, etc
- Update and maintain EHF internal operations calendar.
- Assist with special projects and/or other duties as assigned.
- Attend and support Development fundraising events.

Support Board of Directors, Board Committees, and Advisory Board (30%)

- Meeting management: preparation of agendas and materials, coordination and collection of minutes, hospitality, management of RSVPs/meeting reminders/attendance tracking, room reservations, tech needs and all other logistics, for:

Board of Director meetings (four meetings annually.)	Advisory Board retreats (3-4 meetings annually.)
Board committee meetings, in support of staff liaisons (approx. 4 meetings per committee annually.)	Miscellaneous meetings of the Board and related Board functions, such as the Annual Meeting.

- Handle scheduling for the Executive Director for all Board-related meetings including one-on-ones with Board members.
- Working knowledge (or willingness to learn) Past Perfect in order to record contact with board members, members and donors and to run reports on such contacts
- Schedule Board and Board committee meetings (each September for the following calendar year.)
- Manage all Board contact lists, profile documents and biographical info. Coordinate change of Board information to appropriate groups

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Finances/Record Keeping (40%)

- Manage finances and resources.
- Ensure expenses are monitored, budgets met, and resources used efficiently across all museum departments.
- Correctly log donations in Quickbooks
- Pay Bills using Quickbooks
- Oversee monthly financial statements reconciliation, invoicing for receivables, tracking expenditure commitments, and year-end close activities, including fact sheet preparation.
- Prepare and analyze monthly and annual financial reports.
- Manage, research, and execute all contracts, memorandums of understanding and requests for proposals.
- Order supplies as needed
- Record donations/tributes/memorials to the *Ephraim Historical Foundation* (including bricks) into PastPerfect and create acknowledgement letters for ED to sign.
- Record donations/tributes/memorials to the *Ephraim Foundation Heritage Fund Foundation* (including pledge payments) into PastPerfect and create acknowledgement letters for ED to sign.
- Point person for all membership questions.
- Manage unit gift funds and endowments, ensuring that their use aligns with donor intent.
- Reviews and revises membership information in PastPerfect to ensure records, contact information, and mailing lists are up to date.
- Reviews and revises reports, forms, receipts, and letter templates are up to date and accessible.
- Provide financial and operational data as required for accreditation and audits.
- Coordinate Membership Records with Membership Chair
 - PastPerfect Membership Records and mailing lists
 - Coordinating the production of membership mailings
 - Monthly membership reports to Membership Chair
 - Place orders for bricks
 - Generate mailing lists and coordinate mailings as needed Maintain and monitor Constant Contact email list to ensure accuracy
 - Send Memorial and Birthday notices
 - Review EHF membership program and develop initiatives to increase EHF membership and business membership.
 - Help in the preparation of membership book publication

Required Experience:

- 3-5 years administrative experience.
- Excellent PC skills: Excel, Word, PowerPoint and Outlook.
- Working knowledge of Past Perfect, Quickbooks, and Asana a plus.
- Experience working with high-level volunteers individually or in groups a plus.
- Ability to multi-task, and respond to a rapidly changing environment, including interruptions and adjustments to priorities.
- Friendly, professional demeanor on phone and in person with all contacts and co-workers.
- Good sense of prioritization; flexibility - able to "switch gears" with little notice.
- Determination, commitment and ownership of work.
- Strong organizational skills; ability to coordinate and prioritize multiple projects.
- Demonstration of sharp attention to detail.
- Ability to work effectively in a multifaceted, team environment.
- Unwavering commitment to professionalism and confidentiality.

Hours/Physical Requirements of the Position: Flexible part time position, Monday through Friday, with occasional weekday evenings and weekend hours related to meeting or events.

To Apply: Qualified candidates should submit resume and cover letter to ephrainhistoricalfoundation@gmail.com