ADMINISTRATIVE AND DEVELOPMENT ASSISTANT

The Community Foundation for Mississippi seeks an experienced person to serve in an administrative support capacity for general office, development and grantmaking activities. Answers to President and CEO.

The Administrative and Development Assistant will:

- Perform general office management and tasks as needed, including answering and directing phone and email queries, meeting facilitation, scheduling, etc., to support Foundation staff and contractors.
- Distribute, collect, and maintain documentation to ensure compliance with large grants as requested.
- Build and maintain shared calendar; schedule meetings for CEO and others.
- Support/facilitate board meetings, committee meetings, events and trainings.
- Monitor supplies (office and kitchen) and procure as needed.
- Update board portal as required; assemble packets and materials.
- Update information on external and internal databases as needed.
- Record and document meetings, record minutes as required.
- Administer and update donor and prospect database to support development activities.
- Coordinate and schedule logistical support and follow-up activities for development, such as meetings, emails and calls.
- Update and maintain communications materials, including flyers, newsletters, website and social media outlets, if and as needed.
- Help process and prepare correspondence; prepare invoices and check requests as needed.
- Support Foundation staff and consultants in logistics and event organizing as needed.
- Attend, assist and represent Foundation at various key fundraising events/functions, speaking engagements, tours, and other programs, as requested.
- Assist in research, preparation and submission of grant reporting and other requests.
- Be willing to engage in other duties and tasks as required to support the work of the Foundation.

If you're a good fit for this position, you already know most of what this job entails. However, to be sure we're providing a complete picture, here are some details:

- You will need flexibility and adaptability with the ability to quickly shift from one situation or task to another.
- You should be a self-starter with superior organizational skills and excellent attention to detail and accuracy.
- You should possess the ability to thrive in an environment that is busy, sometimes loud and at times chaotic.
Required Skills & Experience

- At least 4 years of relevant work experience in an executive administrative capacity, preferably at a law firm, accounting firm or other professional office. Experience with nonprofit organizations is a plus, but not required.
- College degree or similar combination of experience and education preferred.
- General administrative and office experience.
- Strong communication skills both verbally and in writing with experience communicating effectively with broad and diverse audience.
- Advanced computer skills, especially MS Word and Excel with ability to learn new technology quickly. Knowledge of FIMS and other Blackbaud products is a plus.
- Demonstrated database management skills.
- Proven ability to problem-solve, set priorities and juggle competing demands effectively with minimal supervision.
- Demonstrated ability to use discretion, professionalism and good judgment and maintain a high level of confidentiality and sensitivity.
- Ability to communicate/interact professionally and effectively with a broad and diverse range of individuals (includes executives, business leaders, coworkers, students and teachers, variety of cultures and backgrounds).
- Comfort with a relaxed professional workplace culture.

Email letter of application with resume or qualifications, two references (one may be personal), and compensation requirements to Jane Alexander, President and CEO, Community Foundation for Mississippi. jane@formississippi.org