Administrative Assistant

The Mississippi Alliance of Nonprofits and Philanthropy

REPORTS TO: Policy Unit Coordinator
AS OF: 2/01/2021
CLASSIFICATION: Full Time
FLSA STATUS: Exempt

GENERAL SUMMARY:
To provide a wide range of administrative and clerical services to support the mission, goals and activities of The Mississippi Alliance of Nonprofits and Philanthropy, particularly focused on effective implementation and sustainability of the Policy Unit.

Essential Job Functions:

- Support the Policy Unit Coordinator in the design, creation, implementation, and sustaining of The Alliance's affinity groups: The Community Foundation Network; The Education Affinity Group; The Family Economic Success Affinity Group; and The Health Affinity Group.
- Coordinate and manage the grants that fund the Policy Unit and ensure reports are submitted on time to funders.
- Help monitor benchmarks and timelines set forth in grant proposals and work with the Coordinator to ensure benchmarks and timelines are being met.
- Assist with contracting process, including developing consulting contracts, and tracking performance as appropriate.
- Assist with maintaining and coordinating calendars, scheduling appointments, and coordinating meetings and other activities.
- Draft correspondence, answer and respond to phone calls, check, and send mail and email as needed.
- Schedule business travel arrangements as needed.
- Initiate, coordinate, and follow up on general administrative and support activities.
- Assist in gathering and compiling information and data from various sources for discussions and meetings.
- Record and write minutes documenting the affinity group meetings procedures and clearly note "next steps" with roles/responsibilities/timelines detailed.
- Attend weekly staff meetings, quarterly Alliance, and affinity group meetings.
- Set up and maintain an effective filing system.

- Work on special projects as needed, e.g., Endow MS, CARES Act funding, and Campaign for Grade Level Reading Small Grants Fund.
- Assist the Program Director on special projects as requested and needed.
- Other duties as assigned.

Education/Experience:
Associate's degree required; Bachelor's degree preferred, with a minimum of three years prior office and/or administrative experience.

Special Skills/Certifications/Technical Knowledge:
- Extensive knowledge of Microsoft Office Suite products (Outlook, Word, Excel, and Power Point)

Other Work Requirements:
- Ability to work independently.
- Ability to be flexible while displaying professionalism and calmness in dealing with administrative issues and inquiries as they arise.
- Excellent organizational skills, ability to prioritize effectively and focus on details while working on multiple projects
- Exceptional written and oral communication skills
- Ability to work independently and on a team
- Keen sense of responsibility to make sure details are covered
- Well-developed judgement and critical analysis skills as it relates to the job
- Develop a solid understanding of The Alliance's core values and purposes and act as an ambassador for The Alliance.
- Ability to handle confidential information with discretion