



Position Title: Administrative Assistant

Classification: Full-Time, Non-Exempt

General Description:

The Door County Community Foundation is a collection of charitable Funds dedicated to improving the quality of life in Door County, Wisconsin. We play a key role in identifying and solving community problems by building collaborative efforts between generous people and the charities working hard to improve our County. Last fiscal year our family of charitable Funds received contributions of \$7.7 million and distributed \$5.4 million. To learn more about what we do, visit [www.GiveDoorCounty.org](http://www.GiveDoorCounty.org).

The Administrative Assistant will be the first person that people encounter when visiting or calling the Community Foundation. The ideal candidate will greet with enthusiasm the donors and charities that visit us and make them feel valued and appreciated for all they do for Door County.

This position provides administrative support to many aspects of our work, from filing grant applications, maintaining donor databases, preparing mailings, and providing general oversight of our office facility. The Administrative Assistant also collects information from scholarship programs, oversees the Door County Scholarship Network database, and processes scholarship applications.

Overall Responsibility:

- Put simply, be adaptable enough to accept whatever responsibility necessary, and work with whomever you have to, in order to ensure that the Community Foundation fulfills its charitable mission

Specific Job Duties:

- Cheerfully greet all guests to the Community Foundation and make them feel valued and appreciated for all they do for Door County
- Answer phones, take messages, refer calls to voicemail, coordinate communication by fax, email, and voicemail
- Maintain an organized and well-equipped facility by ordering office supplies and ensuring a smooth-running building
- Oversee the scheduling and use of community meeting rooms
- Manage, distribute and file all incoming and outgoing correspondence
- Assemble outgoing mailing projects

- Collect information from scholarship programs and maintain database of scholarships
- Process scholarship applications
- Assist President in preparing and distributing meeting agendas and supporting materials for Board of Directors, committees and other meetings as necessary
- Prepare and maintain meeting minutes
- Assist in coordination of special events and other areas of community involvement, including mailing invitations, taking RSVPs, etc.
- Other duties as assigned by the President

#### Key Competencies:

- Excellent organizational skills
- Ability to handle multiple tasks while performing them all well
- Superior computer skills, including knowledge of Microsoft Word, Microsoft Excel, and other software programs as necessary
- Conscientious
- Detail-oriented
- High level of personal and professional integrity and ethics
- Ability to maintain strict confidentiality of donor information
- Ability to work with others to accomplish the mission of the Community Foundation
- Willingness to have fun and enjoy their colleagues and work

#### Working Relationships:

- Reports to the President but also provides periodic administrative support to all of the professional staff of the Community Foundation

#### Schedule:

- Regular business hours of 8:00 a.m. to 4:30 p.m., Monday to Friday
- Overtime is rare

#### Compensation:

- Range of \$14 to \$16 per hour, depending on relevant experience
- 3% matching contribution to a Simple IRA
- 100% employer paid Short-Term Disability Insurance
- 100% employer paid Long-Term Disability Insurance
- Qualified Small Employer Health Reimbursement Arrangement contribution of \$437.50 per month to assist with the purchase of health insurance, if needed
- Ten paid holidays per year
- Two weeks of paid vacation per year
- Five paid sick days per year

To apply, send cover letter, resume, and at least two professional references to:

**Bret Bicoy**  
**Door County Community Foundation**  
**222 N. 3<sup>rd</sup> Avenue**  
**Sturgeon Bay, WI 54235**  
or email [careers@givedoorcounty.org](mailto:careers@givedoorcounty.org)

- Emailed resumes are preferred
- Initial interviews are expected to begin on or about February 15
- Resumes will be accepted until the position is filled
- Our goal is to have this new person on staff at some point in March
- Final candidate will need to pass a standard background and reference check
- No references will be contacted unless an applicant is a finalist for the position and all applicants will be notified prior to contacting a reference

*Revised 2021-01-13*  
*BNB*