

Do you have an eye for detail, love working with people and want to be part of an organization making a positive difference in our community?

The Community Foundation is looking for a new **Administrative Assistant** to do just that.

Why we are hiring an Administrative Assistant:

This position is open due to a current team member moving into a new position. We are now looking for a new individual to step into this important position on our team. As a small office, the Administrative Assistant plays a critical role in ensuring the office runs smoothly and that every person who calls or walks through our doors has a welcoming, positive experience. The Administrative Assistant is involved in key customer service and financial processes as well as providing support for CFHZ events. As a growing organization, we need the person who serves as Administrative Assistant to support our office and staff in providing the best possible service to our community.

The mission of the Community Foundation of the Holland/Zeeland Area (CFHZ) has two parts; building and managing a permanent philanthropic endowment dedicated to ensuring the Holland/Zeeland area continues to thrive, and providing services to local donors to help them achieve their charitable giving goals. Both involve a significant amount of philanthropic dollars coming in and out of the organization. The Foundation has over 600 charitable funds which collectively have more than \$80 million in assets, and in 2018 these funds received more than \$20 million in new gifts and distributed nearly \$6 million in grants back into the community. It is an exciting time at the Community Foundation, and we need someone to help keep us organized and set up for success as we see interest in our organization and the services we have to offer continue to grow.

How you would spend your time:

- **30%** - Serving as the first point of contact by phone or in-person for those interacting with CFHZ and providing general office management and hospitality to ensure CFHZ provides a positive and productive environment for guests and staff, including scheduling and coordinating internal and external meetings
- **25%** - Processing grant distributions
- **20%** - Working closely with the Communications Associate to organize, promote and execute community and donor events
- **15%** - Providing executive administrative support to the President/CEO and general administrative support to other CFHZ staff
- **10%** - Managing database to keep up to date and accurate

What characteristics/skills you need to be successful in this role:

- Outstanding Excel and database management skills, previous experience preferred
- Detail-oriented, accurate, and organized
- Enjoys interacting with people and providing professional customer service to both external and internal audiences
- Capable of supporting the coordination of large-scale event details and logistics
- High comfort level working in a fast-paced environment



- High comfort level engaging with a cross-cultural, cross-generational range of community members
- Relationship-oriented, able to quickly learn and recognize many names and faces
- Flexible and adaptable to changing priorities, responds to interruptions and unexpected requests with a positive attitude
- Strong communication skills, anticipates the needs of others, filters information and requests effectively
- Punctual and reliable attendance with minimal last minute schedule changes
- Comfortable spending the vast majority of work time in the office at the front desk and enjoys working on a computer with data and spreadsheets
- Wants to have a positive impact on the Holland/Zeeland area
- Ability to assist with IT support is desired but not a requirement

How you will be compensated:

- Full time, 40 hours per week, \$15 per hour
- Paid time off—20 days per year, plus 9 holidays and 7 half day summer Fridays
- Employee health and dental benefits (CFHZ pays 80% of premiums for employees), family coverage also available
- Employee assistance program for mental health counseling
- Simple IRA account with 3% employer match
- Individual professional development budget
- Constant sense of fulfillment from spending your days helping steward financial resources for the betterment of our community

Why you might want to work with us:

We love the work that we do in Holland/Zeeland, and it shows. We're certain you'll enjoy being part of positive action, as the Community Foundation continues to be involved in just about every community-improvement project and initiative in town. Located in the heart of downtown Holland, our home base is a beautiful office condo in the Plaza East Building on 8th Street. We are looking for the right person to join our talented and dedicated team who will share our commitment to excellence, integrity and building strong relationships with those we serve. Plus, we were recently awarded "Good for Employees" by Local First! Ask our staff, and they'll tell you there's nothing better than using your time and talents to help make Holland/Zeeland the best place it can be.

Interested in pursuing this opportunity further?

Send an email to info@cfhz.org by **Monday, April 1st**. With your email include a resume and cover letter. In your cover letter, specifically address how a job that incorporates both people skills and technical skills is the right fit for you.

Interested individuals are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis.

All are welcomed and encouraged to apply. The Community Foundation of the Holland/Zeeland Area (CFHZ) will provide equal employment opportunity and not unlawfully discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, gender identity, citizenship status, religion, height, weight, veteran status, genetic information, pregnancy, or any other status protected by law.