

Foundation for Lincoln City Libraries

The Foundation for Lincoln City Libraries is a nonprofit organization essential to our Libraries. Through private funding and grants, we ensure that the libraries will continue to be community centers, transforming lives into future generations.

We are the Foundation of our Libraries. We are the Foundation for the future.

Administrative Assistant Job Description

Goal: 15 – 20 hours per week, flexible with potential for working remotely few hours per week.

Primary Responsibility: Assist with daily operations of FLCL, including all fundraising events and activities, and communications.

Responsibilities:

- Provides secretarial assistance to Executive Director, board, and volunteers
- Maintains documents for all Foundation activities, fundraising, events, and book sales
- Assists in research and compilation of materials for special reports and projects, grant applications, and grant reports.
- Assists with contact systems by answering phone, maintaining E-mail system, and responding to all communication
- Provides informational assistance and customer support to public, boards, and staff about Foundation in person, electronically and to office visitors
- Maintains Foundation's donor data base, Donor Perfect
- Manages and processes credit card payments, Clover
- Works with Accounting Firm to ensure monthly, quarterly, annually and as needed to ensure that all reports are accurate, i.e., all deposits and expenses are entered in QuickBooks, etc.
- Maintains grant, corporate sponsorship, and endowment files and tracking documents
- Assists in organization and tracking of event management information for special events
- Assists with donor acknowledgements and correspondence
- Maintains FLCL social media communications, including Facebook, Twitter, Instagram and any and all future platforms.
- Maintain and update FLCL website
- Attend quarterly board meetings and additional committee meetings as requested.
- Assists with additional office duties as assigned

Knowledge, Skills, and Abilities

- Strong organizational skills, with attention to detail and timeline.
- Strong written and oral communications skills.
- Self-motivated.
- Knowledge of Word, Excel, and demonstrated experience and comfort with general computer tasks and functions.
- Donor Perfect or other fundraising software experience preferred.
- Ability to effectively communicate with staff and volunteers.
- Desired: knowledge and experience with donor fundraising software.

Salary dependent upon Experience: Range \$17 - \$21 per hour.

Email resume to foundationforlcl@gmail.com.