

Job Opportunity:
Administrative Assistant
(Office of the President and Finance/Operations)

For more than a century, the **Greater Milwaukee Foundation** (GMF) has been inspiring philanthropy, serving donors and strengthening communities. Together with its donors and many community partners, the Foundation guides and shares a collective vision that Greater Milwaukee becomes a vibrant, economically thriving region comprised of welcoming and inclusive communities that provide opportunity, prosperity and a high quality of life for all.

You can make a difference, as we are seeking an Administrative Assistant! The Administrative Assistant is responsible for providing administrative and clerical support to the **Office of the President and the Finance/Operations departments**, which includes performing daily clerical work and assisting with department projects, data management and other general office duties. In addition, this position provides logistical assistance for various meetings and events.

Key Responsibilities

- Maintains daily schedule and performs calendar maintenance for the President & CEO and the CFO, Vice President of Finance & Administration, coordinating with internal and external groups as necessary
- Coordinates internal meetings and events for the Leadership Team and staff, as well as board and committee meetings, which includes scheduling, meeting setup and takedown, material preparation, catering and other logistics
- Coordinates conflict of interest and confidentiality disclosure process for the Foundation's related parties (e.g. board, staff and supporting organizations), which includes database entry, management and reporting, as well as disclosure distribution, collection and follow-up
- Processes expense reporting for the Office of the President and Finance/Operations
- Coordinates travel arrangements for the President & CEO and the CFO, Vice President of Finance & Administration
- Reviews quarterly custody and investment management fees for accuracy prior to payment
- Distributes quarterly investment returns to GMF Trustees
- Processes annual charitable license and non-stock renewals
- Enters and confirms grantee and vendor ACH information in the FIMS database

Qualifications

- A high school diploma, GED or HSED with some advanced training or education in administrative functions required; an Associate Degree preferred
- Three (3) or more years of experience in administrative roles required; one (1) or more years of experience in a nonprofit setting desired; customer service experience preferred
- Excellent verbal communication, written communication and proofreading skills, with a keen sense of accuracy and attention to detail
- Must possess a professional demeanor and have the ability to handle matters confidentially
- Ability to provide exceptional customer service and exhibit a sense of urgency to complete duties in a timely manner
- Self-motivated and able to work independently in a fast-paced, time sensitive environment
- Advanced skills in Microsoft Office Suite applications (i.e., Outlook, Word, Excel, PowerPoint, Access specifically), web-based applications and databases

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Benefits

We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), educational assistance and more!

Application Instructions

Application Deadline: February 12, 2019 (will review resumes as they are submitted)

Please include resume, cover letter and salary requirements when [applying](#).

Equal Opportunity Employer