

## Piqua Community Foundation – Assistant to the Executive Director

This part-time (12-15 hours per week) assistant to the Executive Director will be a valuable asset to implementing the work of the Piqua Community Foundation.

The primary responsibility of the assistant will be relieving the director from a variety of technical and administrative duties, including but not limited to –

- Helping to prepare, proofread and edit correspondence and communications such as newsletters, brochures, etc.
- Helping to coordinate fund-raising events and grant distributions
- Working productively with the director as well as volunteers, board members, donors and grant/scholarship recipients
- Becoming familiar with the Foundation's various functions including grant making, developing new funds within the Foundation, facilitating Personal Gifting, administering scholarships, etc.
- Helping to build a stronger social media presence for The Foundation
- Assisting the director with keeping records, managing financial statements and other data

Qualifications: The successful candidate should:

- have a knowledge of basic office procedures including phone communications, filing and record keeping (experience with basic Microsoft Office software and financial/bookkeeping skills are strongly desired)
- be able to work independently and achieve goals without constant supervision
- demonstrate the ability to communicate effectively both orally and in written work

The assistant will gradually learn about the many facets of The Foundation in order to successfully operate the office at times in the absence of the

Executive Director. There is potential for growth and advancement within the Foundation for the successful applicant.

Letters of interest and résumés are being accepted immediately:

*Piqua Community Foundation – PO Box 226 – Piqua, OH 45356*