



The Piqua Community Foundation executive assistant job description & call for applications

The Piqua Community Foundation announces the opening of a part-time executive assistant position and is soliciting applications from qualified candidates. The Piqua Community Foundation encourages charitable giving to benefit the citizens of Piqua and provides a variety of methods for donors to help fulfill their charitable giving wishes.

Under the direction of The Piqua Community Foundation executive director, the executive assistant is responsible for assisting with the organization's day-to-day operations, long-term projects and special events. This position offers a professional opportunity to serve the Piqua community while enjoying a flexible and fun work environment.

Essential duties and responsibilities:

- Prepare written materials including press releases, marketing materials, correspondence, agendas, minutes and reports
- Prepare board notebooks and meeting packets, maintain board contact and committee lists, and support board members, volunteers and donors as needed
- Assist with the development and management of the organizations' website, social media accounts and external web listings
- Assist with planning and implementation of meetings and special events
- Represent the organization at community meetings and events
- Support donor solicitation and other fundraising efforts
- Support the executive director with reviewing grant and scholarship applications
- Answer the phone and maintain email correspondence
- Pick up and drop off mail, checks, deposits and other documents
- Maintain an orderly filing system (both electronic and paper) and office space
- Maintain donation and disbursement databases
- Perform other duties as assigned

Desired knowledge and skills:

- Bachelor's degree (preferred) or associate degree from an accredited four-year college or university in a related field or any combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job
- Excellent verbal and written communication skills
- Accuracy and attention to detail
- Proficiency with computers and internet applications, particularly Google products
- Experience with MS Office applications such as Excel, Word, PowerPoint and Publisher
- Ability to take initiative and work independently as well as collaboratively
- Ability to maintain confidentiality of donor and applicant information
- Experience in nonprofit management, fundraising and communication
- Established relationships in the Piqua area nonprofit and business communities
- Professionally represent the organization throughout the community
- Interest in the organization's mission and supporting our community



Schedule and compensation:

The executive assistant works on a part-time basis of 12 to 15 hours per week, generally from 9 a.m. and noon Monday to Friday. Flexibility is expected for meetings, events and other commitments outside of these hours, with advance notice, and is reciprocated for personal time off as needed.

The hourly wage is expected to be between \$18 and \$20 per hour based on experience and qualifications. There is potential for growth and advancement within The Foundation for the successful applicant. The Foundation does not offer insurance, paid time off or retirement benefits.

For more information:

Visit our website at piquacommunityfoundation.org for organizational and programmatic background. Contact Executive Director Michelle Perry at 937.615.9080 or michelle@piquacommunityfoundation.org for additional details about the position.

To apply:

Submit a cover letter, resume and three professional references to Executive Director Michelle Perry at michelle@piquacommunityfoundation.org. The position will remain open until a qualified candidate is found.

Date posted: October 29, 2020