

The Summit Foundation  
Administrative Assistant/Office Manager

**General Description of Duties**

The Administrative Assistant/Office Manager is responsible for the general administration of office operations of The Foundation. Responsibilities include, but are not limited to, reception, administrative and clerical support; dealing with The Foundation's many publics; supporting the executive director, director of development, events and marketing coordinator and accounting and database administrator; as well as coordinating scholarship and grant applications.

**Reporting Relationship**

This position reports to the Executive Director.

**Qualifications**

Prefer 2 to 3 years experience in a similar position. Computer proficiency required including Windows XP, Microsoft Outlook, Microsoft Word, Microsoft Access and Microsoft Excel. Knowledge of Blackbaud Raisers Edge software beneficial.

**Education**

Minimum 2 year Associate Degree, Bachelor's degree preferred.

**Job Duties and Responsibilities**

Administer and perform administrative and clerical functions for The Foundation  
Pick up mail from post office daily & and coordinate outgoing mailings  
Manage office, maintain office supplies and equipment  
Coordinate staff coverage of office open hours  
Answer telephone, transfer calls, and greet visitors to the office  
Perform correspondence with donors, volunteers, scholarship recipients and nonprofit organizations by email and mail  
Copy, mail and file acknowledgement letters  
Prepare and copy Board of Trustee meeting materials  
Record Board of Trustee meeting minutes  
Answer grant, scholarship, philanthropy award inquiries and general questions about The Summit Foundation  
Receive grant applications and coordinate notebooks of applications for Trustee review  
Receive and organize philanthropy award nominations for committee review  
Receive, organize and track scholarship applications and recipients  
Assist Director of Development with Patron Pass Program and Fall Campaign appeal  
Maintain Foundation's clipping file  
Assist with events and receptions by coordinating RSVPs, nametags, and varying event support  
Assist Executive Director, Director of Development, Events and Marketing Coordinator, and Accounting and Database Administrator

**Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must exhibit a pleasant and welcoming demeanor both in person and on the telephone. The requirements listed with this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some evening and weekend work hours required at various times throughout the year in particular supporting The Foundation's annual events.

### **Language Skills**

Ability to read, analyze and interpret correspondence and documents. Ability to respond effectively to sensitive inquiries and complaints. Ability to write a business letter and other correspondence.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts and draw valid conclusions.

### **Other Skills and Abilities**

Position requires demonstrated applied skills in word processing and other computer software. Ability to work without supervision in a small office environment. Ability to take initiative and complete project assignments independently and on-time. The individual must exhibit a pleasant and welcoming demeanor both in person and on the telephone. Organizational skills and performing job requirements efficiently and orderly. Ability to maintain high degree of privacy and confidentiality. Ability to hold a valid Colorado Driver's license.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to fingers, handle or feel objects, tools or controls; reach with hands and arms. The employee frequently is required to talk or hear.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. This is a no-smoking work environment. The work environment is located on the floor level of a two-story building.

*Due to the cyclical nature of The Summit Foundation's revenue, this position will be 40 hours per week October through January and 32 hours per week February to September.*

### **Application**

Submit cover letter, resume, and two letters of reference to The Summit Foundation, PO Box 4000, 111A Lincoln Ave, Breckenridge, CO, 80424, or [lee@summitfoundation.org](mailto:lee@summitfoundation.org) by Friday July 13. Visit [www.summitfoundation.org](http://www.summitfoundation.org) for more details about The Summit Foundation.