



CREAM CITY FOUNDATION

Position Title:
Executive Assistant

Posting Date:
December 11, 2017

About Cream City Foundation:

Cream City Foundation is a 501(c)3 public foundation serving lesbian, gay, bisexual, transgender, queer+ (LGBTQ+) communities, bringing donors and nonprofit organizations together to advance the equity, health and prosperity of LGBTQ+ people in Southeastern Wisconsin.

Job Summary:

Reporting to the President & CEO, the Executive Assistant plays an integral role in organizing the success of Cream City Foundation. The ideal candidate is a highly organized, self-motivated, and hardworking, with strong interpersonal and problem-solving skills. Must show a passion for enhancing the equality and dignity of LGBTQ+ people. Appointment may be made at a full-time or part-time basis, please indicate hours interested and desired starting salary in your cover letter.

Responsibilities:

Executive support - Work closely and effectively with President to keep him well informed of upcoming commitments and responsibilities, following up appropriately. Exercise good judgment while maintaining a realistic balance among multiple priorities. Manage an extremely active calendar of appointments. Plan, coordinate and ensure the schedule is followed and respected.

Organization – Assist President with oversight of several ongoing projects. Using strong organizational skills, perform and prioritize multiple tasks seamlessly with excellent attention to detail. Prioritize conflicting needs. Handle matters expeditiously and proactively, following through on tasks to successful completion, often with deadline pressures. Adapt to competing demands.

Records Management - Manage donation and constituent records within GiftWorks, a constituent relationship management database, to ensure the data is accurate and organized in a useful way. Extract data and reports from GiftWorks as necessary for the President. Assist with financial management, primarily daily deposits and invoices. Prepare weekly transactions report for accountant. Reconciliation of all gifts that the Foundation receives against the general ledger. Provide appropriate documentation to external audit firm as needed. Assist with the donor acknowledgement process as donations are made and at year-end, ensuring that donors are acknowledged via mail in a timely fashion.

Events - Assist the President with planning, implementation and follow-up for Cream City Foundation events including managing event registration, check-in, and communications with vendors, drafting of programs and publicity, and recruitment of volunteers.

Writing - Compose and prepare draft documents. Use Mail Chimp to distribute announcements, invitations, and other correspondence for the Foundation. Assist in drafting and posting to Cream City Foundation's social media accounts and website. Maintain confidentiality when necessary.



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Qualifications:

- 3 years min. of professional administrative experience and/or Associate's degree.
- Proficient in Microsoft Office 365 applications, especially Outlook, Word, Excel, OneNote, Planner and PowerPoint.
- Excellent written communication, including drafting, editing, and proofreading skills.
- Ability to work independently and manage multiple projects at once.
- Access to a reliable automobile for transportation.
- The person employed in the capacity of Executive Assistant needs to occasionally move about inside offices to access file cabinets, lift office equipment and supplies weighing up to 25 pounds for various meeting, event and logistical needs.

Preferred Qualifications

- Bachelor's degree in a business, communications, or other related field.
- Experience in fundraising databases (GiftWorks preferred).
- Proficiency with social media such as Facebook and LinkedIn.
- Experience in web hosting platforms, preferably Word Press.

Compensation and Benefits:

- Salary is commensurate with experience. Please include salary history and requirements in cover letter
- Other benefits to be negotiated
- Paid vacation, sick and holiday leave

To Apply: Applicants should send a PDF cover letter and resume (in one document) via email to:

Brett R. Blomme, JD
President & CEO
Cream City Foundation
759 N. Milwaukee Street, Suite 522
Milwaukee, WI 53202

bblomme@creamcityfoundation.org

Please include your last name subject line of the email. Review of the application materials will begin immediately and last until position is filled.

Cream City Foundation is an equal opportunity employer and strongly encourages applications from LGBTQ+ candidates, persons of color, persons with disabilities, and women.