



EXECUTIVE ASSISTANT TO BOARD OF DIRECTORS

The WJCC Schools Foundation partners with the community to provide resources to enrich teaching, inspire learning and maximize innovative opportunities for all students in the Williamsburg-James City County school district.

JOB SUMMARY

This part-time grant funded position will support all activities of the WJCC Schools Foundation.

DUTIES AND RESPONSIBILITIES

This position will assist with donor cultivation and retention, and perform data entry to maintain a database of foundation donors and prospects. It will support foundation programs and marketing and events activities and perform day-to-day finance functions. The position will work with all board committees to help achieve the foundation's goals and objectives. Confidentiality is essential as the position will coordinate highly sensitive donor information. Independent judgement is required to plan, prioritize and organize tasks as appropriate.

- Interacts with donors and donor prospects.
- Coordinates and implements development activities/programs.
- Performs data entry using word processing, spreadsheet or database commands. Formats material as required.
- Performs the day-to-day accounting and finance functions of the organization with adherence to the annual operating budget approved by the Board of Directors.
- Manages financial reporting and forecasting with the guidance of the Finance Committee, including coordination with external accountants to produce annual financial statements.
- Ensures proper controls of financial and non-financial resources and adheres to WJCC Schools Foundation Policies and Procedures.
- Helps prepare graphic exhibits using software for presentations and agendas.
- Creates data directories for file and report generation retrieval.
- Organizes and prioritizes volumes of information and follow up activities.
- Sorts, distributes and responds to mail as appropriate.
- Disseminates information internally (board members) and externally (donors) as appropriate.
- Helps design and type general correspondence, memos, graphs etc. proofreads.
- Communicates/ interacts with all board committees as required.
- Performs other duties as assigned.

PREFERRED QUALIFICATIONS

- Minimum Associates Degree, three years of related experience.

- Some office, clerical, or receptionist experience preferred.
- Must be familiar with Microsoft Office products.
- Must be familiar with Quick Books.
- High technical aptitude desired with knowledge of complex data systems.
- Must possess excellent interpersonal and customer relations skills.
- Must be able to multi-task and prioritize work with minimal direct supervision.
- Ability to communicate well, both verbally and in writing.

Reports to Chair, Board of Directors - WJCC Schools Foundation

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Busy office environment with frequent interruptions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to enter data into a computer terminal/typewriter; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Please send resume and cover letter to: WJCC Schools Foundation, P.O. Box 6318, Williamsburg, VA, 23188.