

FRED C. AND KATHERINE B. ANDERSEN FOUNDATION

Position Title: Administrative Specialist

Location: Bayport, MN – Hybrid role with 3 days per week in the office

Reports to: President of the Foundation

Foundation Overview: The Fred C. and Katherine B. Andersen Foundation is a leading philanthropic organization located in Bayport, MN. With \$55M of annual grantmaking, we are committed to making a significant impact through our various programs and initiatives. The Fred C. and Katherine B. Andersen Foundation was established in 1959 on the core value that charitable grantmaking advances and builds thriving communities.

With the goal of being a guiding hand and supporter of community health and stability, the founders believed in the importance of helping the underserved, under-resourced and in being a quiet leader in building healthy, strong communities.

The mission of the Foundation is to provide resources to non-profit organizations that build thriving communities and improve the quality of life primarily in the St. Croix Valley geographic region of Minnesota and Wisconsin.

Position Summary: The Administrative Specialist will play a crucial role in ensuring the smooth operation of the Foundation's business transactions to fulfill our mission. This position involves a blend of office administration, bookkeeping, executive administrative support, overseeing operations tasks related to IT, HR and grants processing, vendor management, and support for the Board of Directors. The ideal candidate will be highly organized, detail-oriented, and capable of managing multiple responsibilities with a positive attitude and a commitment to our mission.

The Foundation recently hired its first fulltime President to work with the Board of Directors to lead the organization into the future. This role will be integral in the work that is planned to enhance the systems, capabilities, and day-to-day activities to support the Foundation.

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Key Responsibilities:

1. Office Administration:

- Manage daily office operations and ensure a well-organized and efficient work environment, including management of office supplies, equipment, inventory, and facilities.
- Implement and maintain office policies and procedures.
- Support overall physical space needs, coordinate office updates, etc.

2. Executive Administrative Support:

- Provide comprehensive administrative support to the President, including managing calendars and documents, scheduling meetings, and other tasks as needed
- Manage calendars, schedule meetings, and coordinate travel arrangements.
- Prepare, edit, and distribute correspondence, reports, and presentations on behalf of the Foundation and in partnership with the President.
- Handle confidential information with discretion.

3. Bookkeeping:

- Manage all bookkeeping activities including establishing accounts, processing accounts payable, recording grants in financial system, entering investment income and changes, reconciling bank statements, maintaining all financial records.
- Assist in budget preparation and financial reporting. Retrieve data and reports from online accounts as needed and run standard reports using accounting software.
- Assist with Payroll by providing needed information to outsourced P/R Service
- Coordinate with external accountants and auditors as needed.

4. IT and Vendor Management:

- Liaise with IT vendor/consultant to ensure the maintenance and functionality of office systems, including computers, printers, and telecommunication systems.
- Assist with troubleshooting basic IT issues and coordinate technical support as needed. Coordinate maintenance and repairs with IT contractor as needed.

5. Board of Directors Support:

- Coordinate and organize Board meetings, including preparing agendas and meeting materials.
- Record and distribute minutes of Board meetings.
- Assist with Board communications and follow-up on action items.

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6. Operations and HR Administration:

- Support the development and maintenance of standard operation procedures.
- Maintain employee records and ensure compliance with HR policies and procedures.
- Coordinate onboarding and offboarding processes for staff.
- Coordinate annual benefits enrollment process.

7. Other Duties:

- Performs other duties and responsibilities as assigned to support the organization and operational needs.

Qualifications:

- Bachelor's degree in business administration, accounting, operations, or a related field.
- Minimum of 5 years of experience in office management, bookkeeping, or administrative support. Previous bookkeeping or financial experience required.
- Proven experience as an Office Administrator, Executive Assistant, Project Coordinator, or in a similar administrative role.
- Proficiency in Microsoft Office Suite, SharePoint, virtual/online meetings, and accounting software such as Quick Books.
- Strong organizational and multitasking skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- Ability to use discretion when handling confidential or sensitive information.
- Strong problem-solving skills and a proactive approach to identifying and addressing issues.
- Familiarity with HR and IT administration is highly desirable.
- Experience working in a philanthropic or nonprofit environment is a plus.
- Understands the role of non-profits and philanthropy within society and demonstrates sensitivity and stewardship in interactions.
- Familiarity with the St Croix Valley region.
- High level of integrity and professionalism. Comfort with ambiguity.

Compensation: Salary range \$80,000-\$95,000, with a competitive benefits package.

Application Process: Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to anne@pavonepartners.com. Application materials are due by November 8, 2024.