

WYOMING SCHOOL FOUNDATION
Office Administrator - JOB DESCRIPTION

GENERAL ADMINISTRATION:

Office Duties:

- Interact with public in a pleasant and helpful manner on phone, in the office and at events
- Ordering supplies as needed for the office, meetings, or events
- Responsible for office appearance

Database management: Giftworks

- Input donor and donation information
- Generate campaign/event reports and donor/donation reports

Communications/Correspondence:

- Receive mail and electronic communications
- Prepare general letters, acknowledgments, and bulk mailings
- Assist with public relations and marketing including constant contact emails and social media

Website Administration: DonorDrive

- Create campaign / event pages
- Update website content as needed

Board of Trustee Tasks:

- Prepare agendas, reports and minutes for meetings
- Attend meetings for BOT, EC, and committees (BWB, Fun Run, Foundation Day, Finance)
- Maintain BOT documents, policies, board member information

GENERAL ACCOUNTING:

- Maintain and update financial information using Quick Books
- Receive all cash/check/credit card donations and enter transactions
- Deposit donations to bank and investment accounts (currently at JIC).
- Reconcile bank accounts and investment accounts
- Issue checks for operating expenses and approved grants
- Transfer funds as needed between accounts

FINANCE RELATED RESPONSIBILITIES:

- Budget and other financial reports
- Create/ mail annual summaries for Legacy Funds
- Create/ publish Annual Report
- Handle stock donations
- Prepare reports and documents for tax filings, compilations and/or audits

FOUNDATION SPECIAL EVENT RESPONSIBILITIES:

- Work with committees for BWB, Fun Run, Foundation Day on event management and planning
- Prepare and send letters for corporate sponsors & auction solicitations, record donations
- Keep track of reservations of attendees or registrations of participants

GRANT PROCESSING

- Facilitate the grant review process between the district, grant committee and executive committee
- Maintain and update information on Legacy funds and balances available for grant disbursements
- Process documents, checks, and communications for approved grants and scholarships