

## **Flat Rock Park & Recreation Foundation**

Job Description: Part-time Administrative and Data Support Position  
(Contract Position)

Reports to: Maurean Adams, Director of Development, FRPRF

### Responsibilities and Duties Summary:

The Administrative Support position will provide clerical, data input and office management support to the Flat Rock Park Foundation contractual staff (Director of Development and Grants/Development Advisor). The ideal candidate should have excellent written and verbal communication skills and be able to organize assigned work using tools like Excel and Word packages, Bloomerang fundraising software, mail merging and other office equipment. Familiarity with the fundraising profession will be helpful. Experience in fundraising events implementation, grants research and donor research will also be helpful. The Administrative Support will ensure the efficient and smooth day-to-day operation of the Foundation. The position is part-time, 10-15 hours per week.

### Tasks:

- Acquire high level of competency in Foundation donor software, Bloomerang, enter donor data and produce monthly supporting reports for the fundraising and finance functions
- Assure timely recognition of donor gifts received
- Assist with mailings and fundraising appeals to target and donor bases
- Maintain Board orientation notebooks, historical notebooks of Board actions and foundation files
- Support Foundation events through planning, set up, attendance and record-keeping
- Write and distribute basic email, correspondence memos, letters, and forms
- Order office supplies; letterhead, envelopes, stamps etc. and research vendors as requested
- Conduct grant research, as requested and support Grants Advisor in submission of grant documents
- Maintain Foundation information at Park (bulletin boards, donor envelopes)
- Support website and Facebook systems with related information updates
- Other tasks as requested and assigned by Foundation staff and volunteers

### Preferred Qualifications:

- Knowledge of fundraising software and/or ability to learn
- Proven experience as an administrative assistant or office administrative assistant
- Experience in using Excel, Word, and PowerPoint, Bloomerang (or other fundraising software)
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, printers, fax machines
- Ability to prioritize work and work independently
- Be able to work a flexible schedule
- Have excellent written and verbal communication skills
- Strong organizational skills with ability to multi-task
- High School degree, and additional training in administrative functions

Submit resume and cover letter to: Flat Rock Park & Recreation Foundation, 110 Village Center Drive, Flat Rock, N.C. 28731 by: 5 pm, October 1, 2018 or by email: [parkfoundation@villageofflatrock.org](mailto:parkfoundation@villageofflatrock.org)