



Women's Foundation of the South Administrative Associate Job Description

The Women's Foundation of the South (WFS) is the first public foundation of its kind, guided by and working for women and girls of color in the Southern United States (including trans women and gender non-conforming people). WFS is led by experienced grantmakers of color and raises funds and leverages resources for nonprofit organizations and small businesses that serve women and girls of color in the American South. The Foundation is headquartered in New Orleans, Louisiana.

WFS addresses racial and gender equity at its root by shifting philanthropic resources to the women of color who daily demonstrate powerful leadership and problem-solving despite centuries of abuse, injustice, and exploitation. By intentionally shifting the focus in philanthropy to support women and girls of color, WFS is building a South in which families experience optimal health outcomes, accumulate wealth, and dictate the conditions for their success across three generations.

ADMINISTRATIVE ASSOCIATE

Reporting to the Chief of Staff, the Administrative Associate provides essential administrative and operational support to the WFS leadership team. This ideal candidate will be diligent and proactive and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community-oriented. The ideal individual will have the ability to pay keen attention to details, exercise good judgment in a variety of situations, excellent project management and organizational skills, with strong written and verbal communication, and possess the ability to anticipate and execute tasks for a variety of projects with a high level of accuracy.

Responsibilities

Administrative Support

Execute a broad variety of administrative tasks for the team, including:

- Scheduling meetings and managing the organization's master calendar.
- In all communication, correspond with people in ways that communicate respect, care, a high level of professionalism and discretion.
- Coordinate with other members of the WFS team to respectfully direct requests appropriately.
- Liaising with travel agent to coordinate executive travel.
- Collecting and coding expense receipts to support monthly reconciliation of organizational credit card.
- Coordinating large scale print orders of reports and publications.

Database Management

Responsible for database maintenance to help the Foundation scale its fundraising and donor engagement, including:

- Responsible for donation entry and acknowledgement to ensure that every donor receives swift and meaningful recognition for their contribution.
- Support the day-to-day management of the CRM database, which includes mastering its capabilities and upgrades and guiding team members, as needed.
- Developing and refining reports and lists for appeals, events, and donor listings.
- Work with the Vice President of Advancement to update and maintain best practices and procedures as needed.

Project & Event Logistics

Assist with logistical elements of Foundation projects, including event planning & execution for programmatic and fundraising events:

- Managing invite lists and RSVPs for Foundation events
- Coordinating travel for relevant staff members and key event attendees
- Collaborating with external parties, including venue staff, event planners, and other subcontractors to ensure successful project execution and delivery.

Communications

Assist with communications activities, including:

- Contributing to and supporting the development of public-facing media such as social media posts, monthly newsletter, donor communication, and reports, including drafting, engaging key staff, and copyediting.
- Creating graphics, flyers, and other digital content using programs such as Canva
- Supporting organizational projects by managing communication with partners, donors, and grantees as needed

The ideal candidate should have...

- Strong project management skills that reflect ability to prioritize and execute multiple tasks seamlessly with excellent attention to detail.
- Proactiveness and resourcefulness in anticipating project needs and taking steps to address them.
- Expert-level written and verbal communication skills.
- Ability to handle confidential information with discretion.
- Tech-savviness with an ability to learn the ins-and-outs of software such as Canva, Asana, MailChimp, Bloomerang, and other tech tools as needed.
- Flexible attitude and an appetite for the ambiguity and variety of a start-up environment.

- Willingness to take on physical administrative tasks at times, such as fulfilling the day-to-day supplies needs of the office or preparing decorations for an event.
- An understanding and appreciation for WFS' unique work in uplifting WOC leaders.

Background and Education

- Bachelor's degree required.
- A minimum of five years of administrative experience, particularly supporting C-Level executives.
- Nonprofit and fundraising experience preferred.
- Proficient in Microsoft Office (Outlook, Word, Excel, Teams, SharePoint, and PowerPoint), Adobe Acrobat, Canva, and Social Media web platforms.
- Based in New Orleans.

Salary and Benefits

The salary range for this position is between \$50 - \$55,000. WFS also offers a generous set of benefits, including health insurance, retirement, financial planning, and flexible spending account.

EEOC Clause:

We welcome applications from all candidates, including womxn and gender non-conforming individuals, people of color, people with disabilities, and people with other marginalized identities. We firmly reject discrimination against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

Additionally, not all applicants will have skills that match a job description exactly. The Women's Foundation of the South values diverse experiences, and while having "desired" qualifications make for a strong candidate, we encourage applicants with alternative backgrounds to also apply.

To Apply

Interested candidates must submit a cover letter and resume to info@womensfoundationsouth.org by Thursday, March 7, 2024.