



## Job Description – Foundation Administrator

**Reports to:** REF Board of Directors

**Overview:** The Foundation Administrator is responsible for the day-to-day running of the REF office. This includes working closely with the Director and REF volunteers as well as attending Board meetings and assisting with committees as needed.

**Work Hours:** Part time, maximum 800 hours/year

**Hourly Pay:** \$15 - \$18/hour, commensurate with skills

### **Responsibilities:**

- Data Management
  - Maintain Donor Database (DonorPerfect)
  - Maintain Financial records in QuickBooks
  - Provide reports as requested
- Bookkeeping and reporting in conjunction with the Treasurer
  - Handle deposits and reimbursements to/from all sources
  - Maintain files and prep for audit and tax returns
- REF Communications
  - Submit E-minders and other updates to district administrators
  - Work with Social Media company to keep website information up to date
  - Collect updates & photos of REF activities for Facebook page and website
  - Maintain Master REF calendar and share reminders of key dates
- REF Grants Administration
  - Work with Grants Committee Chair/facilitators as liaison between REF and grant applicants
  - Work with Treasurer and RTSD Administration to maintain financial records for all grants including renewals and restricted programs
  - Attend Grants meetings
- Coordinate mailings such as REF annual appeal, Gala invitations or other mailings
- Provide event assistance
  - Board meeting set up/coordination
  - Gala attendees, check in/out, auction records

### **Desired Characteristics:**

- Excellent written and oral communication skills
- Self-directed worker with strong attention to detail
- Non-profit organization experience or understanding
- Enthusiasm for REF's mission and bettering Radnor schools
- Strong teamwork, problem solving skills and familiarity with social media
- Positive, friendly demeanor