

## **JOB DESCRIPTION**

### **ADMINISTRATIVE ASSISTANT**

#### **POSITION SUMMARY**

The Administrative Assistant will report to the Chief Development Officer (CDO) and provide administrative support to the CDO and as needed to the local office staff. The Assistant will assist the CDO in correspondence, scheduling, coordination/hosting of events, and general office administration.

#### **ESSENTIAL FUNCTIONS**

- Assist CDO and the local office staff in the best possible way including correspondence, scheduling meetings, filing, documentation, and coordinating travel arrangements.
- Serve as the primary point of initial contact on matters pertaining to the CDO.
- Carry out administrative duties such as creating presentations, copying, binding, scanning, and taking meeting notes.
- Proofread and edit printed and electronic materials as directed.
- Reply to email, telephone or face-to-face inquiries.
- Maintain physical and electronic files, databases, and contact lists for the Fresno Office.
- Manage all office supplies and office equipment for the Fresno Office, working with various vendors as needed.
- Aid and represent the CDO, as appropriate, in communicating internally and externally.
- Provide administrative support to the marketing team as directed by the CDO.
- Assist the CDO in supporting Ministry Partners' planned giving strategies.
- Work with other team members to further the ministry of MB Foundation.
- Coordinate events or functions, occasionally outside of regular business hours.
- All other duties deemed necessary.

#### **REQUIREMENTS**

- Minimum AA degree required (college degree preferred) in one of the following areas: Administrative Assistant, Business, Communications, Human Resources, Management, Marketing or a related field.
- Three or more years of experience in providing high-level administrative support to executives is optimal, with the ability and experience in working with high profile individuals.
- Exhibit strengths in service and administration, consistently applying good judgment and making good decisions.
- Organized and detail-oriented, completing tasks in a timely manner with precision and a high degree of accuracy.
- Ability to handle sensitive information and maintain confidentiality and discretion at all times.
- Demonstrate ability to prioritize conflicting needs while handling matters expeditiously, proactively, and following through on projects to a successful completion.
- Strong verbal and written English communication skills, with experience in creating drafts, editing, proofreading, creating briefings or talking points, preparing correspondence, developing meeting materials, and presentations.
- A problem solver who is action-oriented and results-focused, demonstrating excellence at quantitative analysis to create insight and support results.
- Experience with domestic business travel arrangements, coordinating meetings and tracking credit card and other expenses.
- Ability to work in a fast-paced and sometimes unpredictable environment; works well under pressure and tight deadlines.
- Proficient in MS Office and an aptitude to learn customized software applications.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Strong interpersonal skills and a collaborative mindset – able to work in a team, independently, and with customers.
- A Christian faith commitment and loyalty to the mission of and ministries supported by the United States Conference of Mennonite Brethren Churches. Must be able to affirm the USMB Confession of Faith and have a growing commitment to Biblical stewardship.

#### **APPLICATION**

To apply, email your resume to [hrdepartment@mbfoundation.com](mailto:hrdepartment@mbfoundation.com)

Visit [www.mbfoundation.com/employment](http://www.mbfoundation.com/employment) for more information and to review the USMB Confession of Faith.