



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

The Administrative Assistant will report to the Chief Development Officer (CDO) and provide administrative support to the CDO as well as provide servicing support to the loan department and clients.

ESSENTIAL FUNCTIONS

- Assist CDO 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 CDO.
- Aid and represent the CDO, as appropriate, in communicating internally and externally.
- Assist the CDO in supporting Ministry Partners' planned giving strategies.
- Assist with preparation for loan closings in a timely and efficient manner, including communicating with borrower and title company.
- Manage loan servicing such as responding to existing borrowers' requests for statement and payment information.
- Maintain insurance record compliance database.
- Input and maintain loan records in loan software.
- Deliver excellent service externally and internally.
- 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 preferred.
- Excellent organizational skills and the ability to manage and prioritize multiple projects with a collaborative mindset.
- Exhibit strengths in service and administration, consistently applying good judgment and making good decisions.
- Aptitude for detail work requiring completion 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.
- Operate in compliance with laws and regulations, adhering to lending compliance guidelines.
- 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.
- 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 Microsoft Office (Outlook, Word, Excel, PowerPoint) and an aptitude to learn customized software applications.
- Strong interpersonal and customer service skills.
- 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

Visit www.mbfoundation.com/employment for more information and to review the USMB Confession of Faith.