

**JOB TITLE: Office Administrator**

Reports to: Chief Financial Officer

Status: Exempt, Full-Time

Location: Evanston, IL

POSITION SUMMARY

The Office Administrator is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. The Office Administrator reports to the Chief Financial Officer, but supports the entire Foundation team. This role has primary working relationships with the Chief Financial Officer, Executive Director, the Alpha Phi Foundation Board of Directors, Alpha Phi Foundation and Fraternity staff, and service providers. This role also works closely with the Director of Programs to assist in the execution of Foundation programs, as well as with external agencies, vendors, organizations, and groups, as needed.

AREAS OF RESPONSIBILITY*Board of Directors Support*

- Assist Executive Director in preparation for Board meeting materials
- Organize all logistics for in-person board meetings
- Draft meeting minutes and distribute, upon approval

Internal Meeting and Event Coordination

- Organize Foundation logistics for Alpha Phi Fraternity's Leadership Conferences and Biennial Convention
- Provide support for monthly donor events, on and off-site

General Support

- Work with Director of Programs to assist in the execution of programs such as scholarships, Forget Me Not assistance grants, Community Contributions, and Heart to Heart Grants
- Provide accounting support, including reconciliation of expense reports, processing invoices, and check requests
- Work with legal counsel to manage the annual state registration renewals process
- Manage Basecamp projects and software to ensure effective and efficient use
- Provide administrative support for Campaign Steering Committee
- Serve as primary email and phone contact for Foundation
- Manage inventory and office supplies
- Demonstrate the Foundation's mission and vision and perform other duties as assigned

TECHNOLOGY REQUIREMENTS

Expected to be proficient with Microsoft Office Suite and experienced with project management and fundraising software (i.e. Basecamp, The Raiser's Edge)

BASIC QUALIFICATIONS

- Bachelor's Degree required
- Strong oral and written communication skills
- Excellent customer service

- Adaptable and collaborative work style
- Detail-oriented
- Broad, analytical thinking
- Strong leadership skills
- Unwavering effort to better oneself and the organization – adaptability, strong initiative
- Ability to travel domestically 2-4 times a year

PREFERRED QUALIFICATIONS

- Fraternal member experience.
- Minimum two years of office and/or event planning experience

HOW TO APPLY

To apply for this opportunity, visit the Careers page at www.alphaphifoundation.org/careers. Cover letters may be addressed to Ieesha Anderson, Chief Financial Officer, and should speak directly to your experience and interest in working with Alpha Phi Foundation.

Alpha Phi Foundation is an Equal Opportunity Employer.

About Alpha Phi Foundation

Founded in 1956, Alpha Phi Foundation is a nonprofit organization whose mission is to advance women's lives through the power of philanthropy. The Foundation is the philanthropic and educational partner of Alpha Phi International Fraternity. Through contributions from individuals and chapters, the Foundation funds programs and initiatives focused on five areas: leadership training and development, scholarship, women's heart health, assistance grants and heritage. Learn more at www.alphaphifoundation.org