



Whidbey Community Foundation

Connecting people who care
to causes that matter

*Our mission is to improve the quality of life on Whidbey Island by **providing support** for the nonprofit sector, **assisting donors** to build and preserve enduring assets for charitable purposes, and meeting community needs through **financial awards***

Position Announcement Program Support Specialist Part-Time

Summary

Are you a people person interested in making a difference for nonprofits serving our community? The Whidbey Community Foundation is searching for its first staff member, a person that will help our board and volunteers provide excellent, knowledgeable service that achieves results for the nonprofit sector on Whidbey Island.

Until the Whidbey Community Foundation was formed in 2016, Whidbey Island was the only area in the Puget Sound region not served by a community foundation. A community foundation acts as an independent, publicly supported philanthropic organization established and operated as a permanent collection of endowed funds for the long-term benefit of a defined geographic area – in this case Whidbey Island. A community foundation also provides leadership on community issues that affect nonprofits by serving as a facilitator, convener or mediator, and providing technical advice to area nonprofits. Whidbey Community Foundation places at least as much emphasis on providing technical support and training opportunities for the nonprofit organizations as we do in raising long term endowment funds and making grants directly to local nonprofits.

As our first staff member, the Program Support Specialist will be an independent, well-organized professional who thrives in a dynamic environment of multiple priorities. In concert with a volunteer Executive Director and active Board of Directors, you will focus on maintaining smooth program operations and contributing to the overall efficiency, quality, and capability of our programs and services. You will be called on to show initiative, persistence, and commitment to supporting the nonprofits on Whidbey Island and the donors who desire to support our community in perpetuity.

Essential Functions

1) Provide Administrative Support: Provide effective administrative and office support including:

- **Communications:** Answer and respond to phone messages, respond to requests for information, manage email, prepare a variety of documents including reports, marketing, outreach, presentations, and correspondence. Update and maintain website and social media.

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- Database Management: Manage Community Suites database, including online directory of Whidbey nonprofits, and donor solicitation records.
- Bookkeeping: Track budget and expenses, pay bills, manage payroll, reconcile bank accounts, track donations, and assist with annual audit and nonprofit IRS report.
- Event Coordination: Coordinate logistics for meetings and for nonprofit training events.
- Support Board and Committees: Maintain files and record minutes for Board, keep track of applications and records of Grant Committee, and assist with other volunteer-led tasks.
- Administrative Assistance: Create and maintain filing systems, maintain calendar and task systems to assure timely administrative actions, develop office procedures.

2) Contribute to a strong organization:

- Contribute to the visibility of the organization by professionally representing Whidbey Community Foundation in meetings and at events.
- Bring ideas to the organization to contribute to our on-going effort to understand and support nonprofits on Whidbey Island.
- Promote the Community Foundation, and support all nonprofits on Whidbey Island.

3) Perform other duties as required.

Qualifications and Competencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. He or she must be able to perform well under pressure and respond positively to change and shifting priorities. The ideal candidate is also an independent thinker and self-starter who has foresight and anticipates needs. He/she must be a creative problem-solver and proactive decision-maker, and be quickly able to prioritize tasks.

Required Knowledge, Skills, Abilities, and Experience

- Thorough knowledge of established office administration practices and procedures.
- Ability to perform basic bookkeeping tasks.
- Knowledge of or ability to learn PowerPoint, Excel, Community Suites, and Constant Contact required.
- Strong communication skills.
- Strong organization and attention to detail.
- Ability to work independently and to set priorities as well as to maintain integrity of custody of WCF funds.
- Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
- Ability to type 50 words per minute and to produce finished correspondence, documents and reports using computer-based software applications.
- Ability to operate relevant computer systems including hardware and software, such as Microsoft Office, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.
- High School diploma or G.E.D. required.
- At least two years of related office administration experience required or equivalent combination of technical training and related experience.

Position Details and Application Procedures

The Program Support Specialist position will start as a part-time position, at 20 hours per week. Hourly rate will be \$18 - \$22/hour, based on skills and ability. Since Whidbey Community Foundation does not at this time have an office, the position will be flexible in schedule and location. The staff member may work out of his/her home office, as long as it is located on Whidbey Island. Since this is the Community Foundation's first staff position, the number of hours per week may be increased in the future as needed to provide full program and administrative support. Supervision will be provided by the volunteer Executive Director. This hire must be comfortable taking initiative independently without direct daily supervision.

Applications are requested by March 14, 2019. Include the following information:

- Letter of Application
- Resume
- Names, Phone Numbers, and Emails for at least two references

Applications can either be emailed or mailed to:

- info@whidbeyfoundation.org
- Whidbey Community Foundation, PO Box 1135, Coupeville WA 98239