



Position Description
Administrative Assistant / Bookkeeper
25 Hours/Wk

Bainbridge Community Foundation, founded in 2001, is a nationally accredited community foundation with nearly \$12 million in assets under management which has contributed more than \$10.8 million to important community causes. Bainbridge Community Foundation is an exciting environment for someone who wants to be part of a supportive team of dedicated professionals and who thrives on the challenges and rewards of working with an active community.

Bainbridge Community Foundation is a team-based environment that focus on maintaining a positive, healthy, and successful culture for staff, volunteers, and supporters. As such, it seeks an Administrative Assistant & Bookkeeper to provide support to team members and serve as a welcoming face to office visitors.

General Summary

The Administrative Assistant & Bookkeeper is an important member of the administrative staff, responsible for supporting the work of all team members in addition to reporting and reconciling financial data. The Administrative Assistant & Bookkeeper works closely with all members of the staff and board and reports to the Executive Director.

Ideal candidates will be collaborative, resourceful, and will provide excellent customer-service in exchanges with donors, volunteers, board members, and nonprofits. We approach our work through exceptional attention to detail, follow-through, innovation, creativity and problem solving skills, as well as a commitment to a fun and productive work environment. We love Bainbridge Island and you should too.

Job Requirements

ADMINISTRATION

- Perform basic administrative duties as shared with other members of the BCF team
- Serve as receptionist
- Assist in filing duties
- Answer telephones, direct calls and take messages
- Open, sort and route incoming mail and prepare outgoing mail
- Greet and welcome each visitor in a friendly, warm and professional manner
- Ensure that the Office and reception area are organized and clean
- Track and maintain meeting tasks to ensure completion
- Work with other team members in the production of mailings, communications via website, Facebook, and Twitter; and assist with the coordination of special events
- Perform other duties as required or assigned by Executive Director

BOOKKEEPING

- Assist the Program and Finance Officer to perform financial accounting activities
- Prepare bank deposits as needed
- Check and review incoming invoices, secure EDs approval of expenses and scan into the accounting program

GRANTMAKING

- Assist in the creation of materials for use in BCF's Annual Nonprofit Survey, Community Grants Cycle, and other grantmaking activities

DEVELOPMENT

- Assist the Development Officer to prepare solicitation materials and produce mailings for the Annual Fund and other fund development activities
- Update and maintain relationship management records

Skills and Competencies

- A Bachelor's degree and 2-4 years of experience in accounting and administration preferred
- Familiarity with basic accounting principles
- Proficient with Microsoft Office software components including Outlook, Word, Excel and Publisher
- Proficient with Facebook, Twitter, WordPress and other web-based platforms
- Proficiency with basic graphic design tools a plus
- Excellent writing skills
- Ability to produce mass mailings utilizing mail merge and data export tools
- Effective interpersonal and outstanding organizational skills, and the ability to work on a team
- Ability to keep information in the strictest of confidence
- Calm and helpful manner with all constituencies; friendly and approachable style
- Flexibility, with multi-tasking capability to prioritize and manage multiple projects to deadline
- Detail-oriented with commitment to high level of data integrity and accuracy
- Initiative and follow through; be a "self starter" and eager to learn
- Ability to thrive in a fast paced environment with a sense of humor

Salary & Benefits

- This is a 25 hour per week salaried position with some evening and weekend commitments with an annual compensation of \$25,000. BCF is committed to ensuring that our staff have a comfortable work/life balance.
- Benefits include paid leave (holidays, Paid Time Off); employer contribution to employee health insurance, and employer contribution to employee retirement plan.

For more information about Bainbridge Community Foundation visit our website at: www.bainbridgecf.org

Application Process

Applications will be reviewed starting July 5th, this position is open until filled. No phone calls will be accepted. Interested candidates are invited to send or e-mail a resume, cover letter, a writing sample and salary requirements to:

Bainbridge Community Foundation
 Administrative Assistant Search
 221 Winslow Way W #305
 Bainbridge Island, WA 98110
employment@bainbridgecf.org

Bainbridge Community Foundation is an equal opportunity employer seeking a more culturally diverse workplace. Bainbridge Community Foundation does not discriminate on the basis of race, color, creed, national or ethnic origin, socio-economic status, gender, sexual orientation or disability.

We Envision

A community of people committed to helping one another

Our Mission

The mission of the Bainbridge Community Foundation is to inspire giving and service to enhance and sustain our community.

Our Values

- Connection: We help people establish meaningful connections to their community through giving and service.
- Partnership: We forge strong partnerships between donors and nonprofits to deliver effective services to the Bainbridge Island community.
- Leadership: We seek to develop a deep understanding of our community that enables us to meet current and emerging needs.
- Civic Engagement: We foster volunteerism and philanthropic investment in the success of our community for current and future generations.