



**Library of Michigan Foundation, Lansing, MI**  
**Administrative, Financial, and Data Associate (40 hours/week)**  
**Posting May 2022**

This full-time position will work 40 hours per week with two (2) weeks paid vacation and six (6) paid holidays per year. The position is a hybrid of virtual and in-office with a minimum of 16 hours required in-office per week.

**Job Description**

The administrative, financial, and data associate serves as a key representative of the Library of Michigan Foundation, with direct responsibility of serving the Executive Director/Chief Development Officer and the Foundation Board of Directors. This individual will embrace the Foundation's mission and vision to raise awareness and funds to support the Library of Michigan and the Library of Michigan Foundation. The associate will be a valued part of the development team, demonstrating the highest level of professional actions and personal integrity. This individual will be responsible for the day-to-day financial tasks of the Foundation's operations. In addition, the associate will manage the organization's data records.

The administrative associate is integral in ensuring that office operations run smoothly and are compliant with appropriate 501c3 regulations.

**Essential Duties**

- Provides overall administrative support for Executive Director/Chief Development Officer in creating thoughtful and sound development plans.
- Works closely with the Executive Director/Chief Development Officer to develop and implement successful fundraising campaigns to support the achievement of foundation goals; attends events and activities as needed.
- Actively uses the foundation's database to track and prepare lists and reports about donors and prospects to support donor outreach strategies. Researches donors as needed.
- Assists in the development of donor centric tools, i.e., giving calendar, online giving platforms, etc.
- Prepares donor communications, including thank you letters, appeals, electronic outreach.
- Assists in preparation and submission of relevant grant proposals and opportunities.
- Prepares and distributes materials for Board of Director committee and subcommittee meetings, i.e., agendas, minutes, attendance, and maintenance of board documents and records.
- Assists in the development of marketing and public awareness tools such as infographics and coordinates with industry vendors in the creation of marketing tools as needed.
- Manages the foundation's social media outlets.
- Manages the foundation's website.

- Coordinates insurance coverage and annual completion of non-profit status/maintenance records.
- Performs basic accounting procedures, i.e., accounts receivable, accounts payable, billing, payroll, general ledger, and tax payments.
- Reconciles bank accounts monthly to ensure accuracy.
- Assists in developing and tracking program and operations budgets.
- Prepares for and oversees organization's annual audit and tax preparation.
- Maintains financial files and records.
- Serves as point of contact for the organization, i.e., phones, website inquiries, etc.
- Performs general administrative support, as needed, i.e., photocopying, mailings, purchases/maintains office supplies, maintains office equipment, retrieves offsite mail, maintains electronic and physical files, etc.
- Additional duties as assigned.

#### **Work Experience Required**

- Experience with Quick Books
- Experience with Word Press and website management

#### **Work Experience Preferred**

- Experience managing a donor data base
- Experience managing social media
- Experience working in a non-profit (501c3) and/or a foundation setting

#### **Specialized Knowledge and Skills**

- Ability to work effectively with diverse individuals in a way that engenders trust and confidence.
- Understanding of fundraising principles and strategy.
- Initiative to work independently, effectively, and efficiently while managing multiple priorities.
- Strong interpersonal, verbal, and written communication abilities.
- Strong judgement and decision-making ability to think on one's feet, evaluate relevant information, recognize alternatives, and reach logical conclusions based on information available.
- Ability to coordinate information, assist in planning projects, establish, and carry out defined priorities while remaining focused on plans, goals, and outcomes.
- Strong analytical skills and high level of attention to detail and accuracy.
- Ability to work well within a small team environment as well as independently.
- Proficiency in Keela and/or similar donor data base system.

#### **Education**

- Associate's degree and/or demonstration of equivalent skills of a bachelor's degree in marketing, public relations, communications, nonprofit management, business, or related field.

*The Library of Michigan Foundation is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.*