

Community Foundation of North Louisiana: Office Manager (2023)

The CFNLA Office Manager oversees and coordinates the daily functions of the Foundation office and serves as an executive assistant to the Chief Executive Officer and the Chief Financial Officer. In addition, the Office Administrator ensures the goals of the Foundation are accomplished in a professional, efficient, and timely manner, through careful planning and management.

Full-time position. Benefits include employee health insurance and retirement plan.

Reports to: Chief Financial Officer

Principal Responsibilities:

- I. Executive Assistant
 - a. Provide clerical and other support for the Chief Executive Officer and the Chief Financial Officer, including, but not limited to:
 - i. Filing;
 - ii. Mail;
 - iii. File Creation;
 - iv. Scheduling meetings;
 - v. Gathering and preparing presentation materials;
 - vi. Gathering and preparing donor materials; and
 - vii. Handling all restaurant reservations and orders for internal and external meetings.
 - b. Work on any projects that may be assigned from time to time by Chief Executive Officer or Chief Financial Officer.
- II. Office Duties
 - a. Monitor CFNLA general email account.
 - i. Monitor email at least twice daily and forward emails to appropriate employees.
 - b. Maintain all electronic files by scanning and saving documents and adding to Foundant, where appropriate.
 - c. Greet all visitors and callers hospitably and direct them according to their needs.
 - d. Answer requests for general information and make appropriate referrals for more specific information about Foundation business and programs.
 - e. Place outgoing mail in US Mail at 2:00 p.m.
 - f. Assist in management of all Foundation databases including, but not limited to Foundant.
 - g. Serve as the Foundation's technological and equipment resource, including computer, phone and email systems.
 - h. Maintain an accurate file system and library for the Foundation.
 - i. Create templates for all routine correspondence, agreements, and reports.
 - j. Monitor cleanliness of office and Community Central.
 - i. Start and unload dishwasher when needed.

