

**Position For UW Marinette Foundation
Administrative Assistant**

Campus: UW-Marinette

Position Hours: Up to nine hours per week

Description of Duties:

The Administrative assistant is responsible for coordinating all activities related to daily operations of the UW-Marinette Foundation by performing the following duties personally or through coordinating the work of others.

- Maintaining/updating database and other appropriate tracking apparatus for both financial and donor information
- Preparing quarterly Balance Sheets and Profit and Loss Statements using Quick Books
- Issuing gift acknowledgements
- Sending and receiving funds to/from appropriate UW Foundation accounts
- Tracking of scholarship interest income and twice a year requesting transfers of income from funds
- With input from Foundation President and Campus Dean preparing and tracking Foundation budget
- With input from Foundation President and Campus Dean preparing and distributing Agenda, making reservations for the luncheon and preparing and distributing Minutes for quarterly Board meetings
- Coordinating fundraising campaigns, including the annual fund appeal, scholarship annual appeal campaign and Theatre on the Bay campaign
- Organizing Annual Scholarship Luncheon and Foundation's Annual Dinner for Faculty and Staff
- Updating and distributing fundraising materials & other promotional materials
- Maintaining Legacy Wall
- Tracking all pledges and memo billed gifts
- Depositing all funds received, preparing all check disbursements and reconciling monthly all bank accounts
- Attend and take minutes for committee meetings
- Processing all mail and phone calls for the Foundation
- Assisting the Foundation President and the Campus Dean in ongoing Foundation Business

Position Reports to: Reports to Foundation President but is supervised on daily basis by Campus Dean.

Position Qualifications: Proficient in Microsoft Office, Quickbooks, social media, Internet and possess strong written and oral communications. Experience or background in finance, bookkeeping, marketing, social media and webdesign, with preference for applicant with degree in related field.

Application Deadline: Jan. 30, 2012. Starting Date: Feb. 13, 2012

Email applications to roseann.stenstrup@uwc.edu