



**Position:** Administrative Assistant – Wyoming Catholic Ministries Foundation

**Status:** Full-Time, Non-Exempt

**Starting Hourly Range:** \$19.23 – \$21.63

Competitive fringe benefits including, medical, prescriptions, dental and vision insurance, vacation, and sick leave; defined benefit retirement plan; long-term disability plan, Life insurance policy and paid holidays.

### **Position Description**

The Administrative Assistant will provide clerical support, bookkeeping services, and donor relations services to advance the programs and day-to-day activities of the organization.

Reporting Location in Casper.

### **Qualifications**

#### **Knowledge and Abilities**

- Understanding of philanthropy, major gifts and fundraising
- Ability to coordinate activities and serve as a member of a team, in executing a donor-centric effort
- Collaborative style; proven team builder with effective employee-relations skills
- Excellent presentation, verbal, and written communication skills
- Ability to prioritize work, be proactive, resolve complex problems and multi-task
- Ability to maintain confidential information, exercise good judgment and work independently as well as in a team environment
- Compliance with Diocesan Safe Environment protocols through Catholic Mutual Group: background check, safe environment training and driving requirements
- Knowledge of applicable computer programs
- Knowledge of office management and accounting procedures including accounts payable
- Knowledge and comprehension of Catholic Church and its teachings
- Models Catholic religious and moral beliefs to others
- Perform related duties, responsibilities and projects as assigned

**Experience:**

- Minimum of 3-years professional administrative experience, preferably non-profit

**Religious:**

- Fully initiated, practicing Catholic, free from any canonical penalties and of proven faith, good morals, and good reputation.

**Reporting to:** Executive Director

**Key responsibility Areas (KRA'S)****KRA 1 – Clerical Support**

- Assists in day-to-day operations such as mail, phone, and e-mail correspondence
- Develops and maintains an office calendar which includes report filings, grant application deadlines, Board or committee meetings, and other events
- Works with the Executive Director in establishing goals and performance benchmarks for the first 90, 180 and 365 days. Develops annual performance goals with Executive Director thereafter
- Codes and enters invoices and presents details to Interim-Executive Director for approval and processing
- Oversees the budget for the position and completes expense reports
- Takes minutes for board and committee meetings and communicates Action Items to the responsible parties
- Works with committee chairs to schedule meetings and facilitate communication with committee members
- Tracks the terms of WCMF Board and committee members

**KRA 2 – Donor Relations & Development**

- Utilizes donor database and inputs all meaningful and deliberate communications as well as donor profiles, relationships media pieces and specific research
- Completes prospect research profiles on potential donors presented by the Executive Director and Director of Development, while also self-identifying others
- Promotes the WCMF through effective use of technology including CRM software, the WCMF website and prospect research software
- Has a mastery of the programs and mission of the Diocese of Cheyenne as well as the programs and needs of Catholic ministries throughout Wyoming
- Embraces “Vision 2030 Pastoral Plan: Communion for Mission – One Body in Christ, One Paschal Journey” and understands the financial resources needed to implement the plan
- Processes acknowledgement letters and year-end tax letters for donors

**Appointment and Terms:**

I understand this job description and its requirements; I understand that this list of the job functions is not exhaustive and that I am expected to complete all duties as assigned; and I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**Payroll Status:** Exempt – Standard Employee averaging a minimum of 40 hours per week.

**Evaluation:** Annual evaluation by the Executive Director, which does not change the at-will nature of this employment.

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Employee

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Date

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Executive Director

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Date