



## **Taos Community Foundation Job Description**

<b>Title:</b>	Team Executive Assistant	<b>Code:</b>	<b>NON-EXEMPT</b>
<b>Division:</b>		<b>Effective Date:</b>	1/26
<b>Department:</b>	Operations	<b>Last Revised:</b>	1/26

### GENERAL PURPOSE

Performs a variety of administrative and operational support duties designed to expedite office functions, donor services, event logistics, board support, and general organizational workflow for Taos Community Foundation. Serves as the first point of contact for visitors, students, donors, and community partners, and ensures the smooth operation of the office environment.

### SUPERVISION RECEIVED

Works under the general supervision of the Operations Director.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

#### Reception, Communications & Scheduling

Greets visitors and answers telephone calls; responds to general inquiries from donors, students, partners, and the public; assists internal and external customers to meet the needs of the Foundation—schedules and coordinates meetings, including room setup, virtual meeting technology, and calendar support for staff. Assist with scanning documents, filing, mailings, and getting signatures on checks or getting checks and other documents signed

#### Nonprofit Services Support

Provides communications and administrative support to nonprofits seeking to utilize nonprofit funding resources.

#### Board Support

Provides administrative support to the Board of Directors as needed, maintaining calendar and including Diligent access, updating terms, rosters, and committees in Diligent, Zoom meeting links in Diligent, and matching links + invites in the Google Calendar.

#### Tech Support

Supports the office with technology (computers, copiers, and phones); updates and maintains inventory of technology subscriptions, expirations, and renewals, and generates help tickets as needed.

#### Donor Services Support

Performs data entry in donor development systems; supports donor stewardship through updates to Csuite profiles for best contact info and privacy preferences plus phone calls, follow-up activities, and thank-you contacts; assists with production of reports, letters, and emails; assists with assembling and distributing foundation mailings and campaigns, donor materials, and stewardship packets. Organizes and initiates birthday, thank you, get-well, and sympathy card signing, a variety of one-on-one mailings to donors.

#### Collections, Inventory & Capital Assets

Supports Finance Associate/ Director of Operations work related to maintaining and annually updating inventories, collections, and capital assets by checking and updating the inventory of donated artwork and capital assets.

#### Administrative Support

Assists the TCF team with scheduling and event coordination, the CEO with Board scheduling/associated logistics and donor engagement, the Finance team with basic bookkeeping tasks, including scanning, data entry, and receipt processing; and makes post office and bank runs.

#### Building Operations & Office Functions

Coordinates procurement of supplies, materials, and office equipment; supports coordination of scheduling building maintenance, contractors, and service providers; assists with general office organization and light cleaning, including recycling runs, disposing of trash and retrieving/returning items to storage to maintain a professional working environment; stays current with Foundation policies, nonprofit regulations, and software programs used by the Foundation.

#### Special Events

Assists with the coordination, organization, and execution of special events and community tabling, including logistics, setup, communications, on-site support, and donor system management, such as Pledgelt; assists staff as needed for community presentations and meetings; and organizes catering for TCF events.

#### Other Duties

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience

A. Graduation from high school, plus two (2) years of specialized training or coursework related to office administration, business, communications, or related field;

**\*\*AND\*\***

B. Three (3) years of responsible experience related to the above duties;

**\*\*OR\*\***

C. An equivalent combination of education and experience.

#### 2. Knowledge, Skills & Abilities

Knowledge of office management practices; writing, spelling, and punctuation; operation of computer software, including Microsoft Office, Google Workspace, and basic database systems; customer service and interpersonal communication; basic bookkeeping principles and record management.

Skill in the operation of office equipment and technology, including virtual meeting platforms, word processing, spreadsheets, and digital filing systems.

Ability to communicate effectively verbally and in writing; meet multiple deadlines under pressure; exercise initiative and use independent judgment; maintain confidentiality regarding sensitive information; establish and maintain effective working relationships with supervisors, fellow employees, and the public; work both independently and as part of a team; demonstrate professionalism in communications with students, donors, and partners.

#### 3. Special Qualifications

None.

#### 4. Work Environment

Incumbent performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting up to 25 pounds. Talking, hearing, and seeing are essential physical functions. Mental application utilizes memory for details, verbal instructions, emotional stability, and complex thinking.



DISCLAIMER: In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities. Accommodation decisions will be influenced by the need to prevent "undue hardship" to the agency. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above disclaimer and job description. Date: \_\_\_\_\_  
(Employee)