**North Texas Area United Way**

**Position Description**

**Position Title:** Office Administrator

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

**Grant Funded Position:** Partially

**Reports to:** Executive Director / Director of Resource Development

**Date:** April 2024

**General Summary:**

The Office Administrator reports to the Executive Director and Director of Resource Development. The position interacts with the Board of Directors, North Texas Area United Way (NTAUW) staff, volunteers, partners, vendors, and donors.

The ideal candidate is experienced in handling a wide range of administrative and executive support-related tasks and can work independently with minimal supervision. This person must be exceedingly well-organized, flexible, and able to uphold the mission and values of NTAUW in every aspect of their work.

The ability to maintain a high level of professionalism and confidentiality while interacting with internal and external stakeholders while remaining adaptable, proactive, resourceful, and efficient is crucial to this role.

**Functions and Responsibilities:**

* Coordinate Board and select Committee meetings through preparation and distribution of meeting materials, management of attendance, and coordination of meeting location, equipment, and materials. Attend meetings; record, prepare, and distribute minutes. Conduct post-meeting surveys as needed.
* Prepare rooms/meeting spaces and order food/beverages as requested.
* Represent NTAUW at meetings and events as requested.
* Work with the Executive Director and Director of Resource Development to design and implement marketing campaigns.
* Assist the Director of Resource Development in fundraising campaigns and events.
* Arrange travel and accommodations as needed for out-of-office meetings and events.
* Stay current on key NTAUW initiatives and projects including maintaining an accurate list of contacts, Board Members, external stakeholders, major donors, and partner agencies.
* Enter deposits and pledges into the donation software. Reconcile monthly.
* Onboard new employees.
* Enter purchases in QuickBooks and reconcile monthly credit card statements.
* Prepare grant reports and enter data as requested.
* Maintain databases of Board, Executive Committee, Finance Committee, and Governance Committee members.
* Maintain board members’ files.
* Answer the phone and manage maintenance requests.
* Participate in event planning as required.
* Provide back-up support to other staff as required.
* Perform other duties as assigned.

**Required Education and Experience:**

* Commitment to excellence and to the mission of United Way.
* Three to five years experience in an administrative role; experience in an executive position preferred.
* Bachelor’s degree in Communications, Marketing, English, Business Administration, Nonprofit Management or related field preferred.
* Expert level knowledge of Microsoft Office: Word, Excel, PowerPoint, Outlook, and experience working with databases required.
* Expert level use of MS Outlook for calendar management with a strong ability to plan and coordinate meetings and special events.
* Expert-level knowledge of social media and graphic design
* Outstanding communication skills, verbal and written, with the ability to develop relations with key internal and external stakeholders.
* Excellent editing and proofreading skills.
* Strong knowledge of principles of administration, including planning skills, managing multiple tasks, prioritizing, and meeting deadlines.
* Highly organized with the ability to move complex processes through to completion with strong attention to detail.
* Self-motivated, professional disposition, with sound judgment and discretion in managing confidential information essential.
* Willingness to accommodate requests for support outside of regular business hours on occasion, with appropriate notice.
* Knowledge of non-profit organizations and office environments preferred.
* Candidate must have a current driver’s license and insurance. Must own or have access to a reliable vehicle, as local travel is required at times.

**Physical Dimensions:**

* Position consists of sitting for prolonged periods of time at a desk, working on a computer, and standing.
* Occasional travel to and from pre-designated locations within Wichita County
* Occasional lifting, walking, or carrying of objects will occur.

**Position Type/Expected Hours of Work:**

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m. This position occasionally requires evening or weekend work.

**Compensation**

$38,500.00 to $46,000.00 commensurate with experience and education

*Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel classified. The job description may be revised at any time.*

North Texas Area United Way is an Equal Opportunity Employer.

**Interested applicants should submit a letter of interest and resume to cmarlar@ntauw.org**