



*Connecting people, passion, and giving
in the La Crosse area since 1930.*

JOB POSTING | AFFILIATE ADMINISTRATOR | PART-TIME (up to Full-Time)

THE ORGANIZATION

Since 1930, La Crosse Community Foundation has been bringing people, ideas and resources together to help create a thriving, vibrant community. We administer and steward 300+ named funds created through charitable gifts from individuals, families and businesses who care about enhancing the greater La Crosse area. In 2022 we awarded over \$4.2 Million in grants and scholarships from these funds to local nonprofit organizations, government agencies and educational institutions to catalyze positive change in La Crosse County. Our organizational culture is fast-paced and one of engaged teamwork, where we support one another in reaching our individual and collective goals. We strive to offer great flexibility for team members to accommodate a healthy work-life balance. We are an equal opportunity employer committed to hiring a diverse workforce from a wide range of backgrounds to enhance our organization and bring fresh ideas and perspectives to our work.

THE POSITION

We are hiring for a new part-time (20 hours/week) Affiliate Administrator. The ideal candidate would be able to grow with the role, including expanding hours to full-time in the next 12-18 months. This position reports to the Chief Operating officer and is responsible for administrative support and communications with affiliate partners and their related project leaders. Administrative tasks include accounting and recordkeeping for several affiliate organizations and related projects. Full job description is attached.

PAY & BENEFITS

Pay will be commensurate to experience and the median average wage of comparable positions at similar sized community foundations in the Midwest (\$20.00 to \$28.00/hr). Benefits include a generous stipend in lieu of health insurance, paid holidays, paid time off, hazardous weather pay, 403B retirement plan match up to 5%, annual increases, and personal and professional advancement opportunities. All team members are expected to spend some of their weekly hours in the office, but have the flexibility to work from home when needed.

HOW TO APPLY

Complete the ranking questions below and submit with a resume to Erin Belby, Chief Operating Officer, La Crosse Community Foundation, 401 Main Street, Ste 205, La Crosse, WI, 54601 or erin@laxcommfoundation.com. Questions can be directed to Erin by email or calling 608-782-3223.

Ranking Questions:

1. Describe your accounting experience, and if applicable, your experience in the non-profit or charitable sector. For example, include duties and reporting responsibilities and accounting systems you've worked with in previous roles.
2. Describe examples of how you meet the **'Required Attributes/Behaviors'** of this position (listed below)
3. Describe how you approach building a new process to meet a specific objective. Include relevant examples you might have from previous roles.

APPLICATION PACKET DEADLINE

Posted 2/2/2023. Review of applications will begin immediately, and position will remain open until it is filled. Interviews are anticipated to begin the week of February 20th. Ideally the candidate will be available to begin work sometime in March.

FULL POSITION DESCRIPTION

Job Title: Affiliate Administrator

Reports to: Chief Operating Officer

Position Summary

This .5 FTE position reports to the Chief Operating Officer (COO). The affiliate administrator manages the accounting, fund administration, and cash flows of the Foundation's affiliate partner(s), primarily La Crosse Neighborhoods Inc (LCNI). This position is responsible for supporting and communicating with affiliate partners and their related project leaders. Projects include various fiscally sponsored community efforts, events, and other charitable groups.

Core Strengths

Analytical | Detail Oriented | Adaptable | Integrity | Communication

Required Attributes/Behaviors

- Autonomy in problem solving
- Enjoys working at a fast pace with little supervision
- Understands and accepts rules and regulations
- Self-starter that enjoys helping others
- Comfortable working both independently and as a part of a team
- Introspective with an eye for process improvement

Principal Duties and Responsibilities

- 1) Administrative and Accounting Duties for affiliate partners and their projects
 - Perform administrative tasks as needed including checking the P.O. Box, processing gift acknowledgments, and responding to general inquiries directed at affiliate partners
 - Perform accounting functions including depositing and recording receipts, processing disbursements, and reconciliation and allocation processes for all affiliate partner accounts and funds
 - Prepare and present accurate financial reports as requested by affiliate partner boards
 - Assist with annual budgeting as requested by affiliate partner boards
 - Manage cash transfers between affiliate and project accounts as needed
 - Develop and maintain processes and procedures for managing project transactions like expense reimbursement and documentation and credit card use
 - Coordinate and assist with annual compliance reporting, including 990 preparation and audits as required
- 2) Support new project development and onboarding for affiliate partners
 - Respond to inquiries from potential new projects, conduct initial screening process and assist applicants as needed, make recommendations to appropriate committees for approval or denial of new projects
 - Ensure that approved new projects go through the affiliate's onboarding process
 - Assist committees with monitoring and updating existing project relationships
- 3) Project Reporting
 - Prepare project statements for project leaders showing balance and activity of funds, support and maintain information and access to online portal for all projects
- 4) Manage and support strategic projects
 - Participate in ongoing strategy development and implementation as directed by affiliate partner leaders

5) Support team cohesion and coordination

- Attend and participate in La Crosse Community Foundation staff team building activities
- Model the values of the Foundation and support those values through work with our affiliate partners

This job description in no way states or implies that these are the only duties to be performed by the affiliate administrator. The affiliate administrator will be required to follow any other job-related instructions and to perform any other duties requested by the affiliate Board(s) of Directors and/or the Foundation's COO.

Qualifications

Preference will be given to candidates with knowledge and demonstrated experience in:

- Degree in accounting; bachelor's degree preferred (commensurate experience will be considered)
- Experience in non-profit bookkeeping or accounting, preferably 3+ years of experience
- Experience managing the quality and content of financial data
- Demonstrated ability to interact respectfully and cultivate relationships with people of diverse backgrounds, perspectives, styles, and cultures
- Goal-oriented, pro-active, self-starter with ability to work independently and approach challenges with a high degree of adaptability
- Strong communication skills, both written and oral
- Strong organizational skills
- Detail-oriented
- Excellent computer skills, including working with accounting software
- Personal qualities of integrity, credibility, and dedication to the mission of the Foundation