



POSITION DESCRIPTION

POSITION TITLE: Women's Fund Program Administrator
REPORTS TO: RSFWF Advisory Committee Chair
POSITION TYPE: Part-time, Non-exempt

SUMMARY

The Program Administrator works under the general direction and supervision of the Chair of the Rancho Santa Fe Women's Fund Advisory Committee. This position serves as administrative and program support for the Rancho Santa Fe Women's Fund (RSFWF) and as such requires an accommodating presence, high degree of professionalism and tact. The Program Administrator is required to be flexible, use independent judgment in completing activities, and provide a wide variety of skilled administrative and program support.

PRIMARY DUTIES AND RESPONSIBILITIES

General Administration

- Provide high quality, personalized service to constituents of the RSFWF
- Serve as the administrative point of contact for the RSFWF. Answer general questions from the public and members regarding the RSFWF, funding, local agencies, grant deadlines or route questions to the appropriate advisory committee member
- Provide administrative support to RSFWF members
- Handle incoming and outgoing correspondence, including mail and email
- Organize and provide general support, including the maintenance and coordination of supplies orders, copying, scanning and mailings
- Coordinate all member and advisory committee meetings and events and monitor guest lists and RSVPs
- Create new and maintain existing administrative files (paper and electronic), ensuring that new documents are filed in a timely manner and that files are organized in an orderly fashion.
- Maintain Advisory Committee and member rosters and distribute periodic updates as needed.
- Maintain the RSFWF data base.
- Assist with production of meeting materials and handle logistics for committee meetings including agenda and Chair notes
- Attend and take minutes of committee meetings
- Maintain all aspects of the RSFWF website including working with vendor to enhance pages
- Collect and post current photos of members and events on RSFWF website
- Maintain at least three events in the *Upcoming Events* section of the RSFWF website
- Ensure that all member information is current on rosters and RSFWF website

Grant Administration Support

- Draft or update grant award documentation including LOI's, RFP and Grant Award letters
- Work with grants chair to coordinate selection process
- Coordinate ballot process for site visit finalists

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- Coordinate all site visits and logistics
- Coordinate grantee awards ceremony
- Document grant recipients and applicants and update database
- Coordinate with RSF Foundation to process grant payments
- Monitor grantee reports and share with Advisory Committee

Event Coordination

- Create and execute timetables and project plans
- Schedule and coordinate committee meetings relating to events
- Secure all meeting and event venues
- Analyze event budget and compile all event related expenses
- Coordinate event logistics and set-up before, during, and after the event including rental and set-up of audio visual equipment and laptops, projection equipment, speaker telephones and any other additional equipment
- Update and maintain event contact and mailing lists
- Monitor attendance and coordinate with event Chair
- Coordinate and track all event invitations, program materials
- Ensure that all catering requirements are fulfilled and paper consumable supplies maintained for workshops and events.
- Support volunteer events

Miscellaneous Duties

- Embraces professional development and education opportunities to ensure job-related skills and knowledge continues to grow.
- Performs other duties as assigned.

EXPERIENCE AND POSITION REQUIREMENTS

- Associate's degree is preferred.
- Two years of relevant work experience.
- Experience working with Boards of Directors and/or board committees preferred.
- Demonstrated excellent oral and written communication skills.
- Proven track record of exceeding goals and objectives.
- Demonstrated excellent interpersonal skills with an ability to work with diverse people and groups in multicultural environments.
- Demonstrated proficiency with Microsoft Office package (Outlook/Word/Excel/PowerPoint).
- Highly motivated with a strong work ethic.
- Demonstrated ability to work as an effective team member.
- Demonstrated ability to work independently, take initiative, manage time effectively, and follow-through.
- Valid California Driver's License and acceptable driving record. Must provide and verify own automobile insurance.
- Must be able to utilize own transportation (with expense reimbursement).



PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Extensive use of the computer; this position requires the incumbent must be able to remain in a stationary position more than 90% of their time
- Employee must see, talk and hear
- Hands are regularly used to write, type, key and handle or feel small controls
- Frequent walking, standing is required
- Utilization of personal own transportation for visits around the San Diego community up to 10% of the time
- Weights of up to 20 pounds occasionally lifted (carrying devices provided)

The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work performance by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills.