



# BISON

CHILDREN'S SCHOLARSHIP FUND

Title: Administrative Coordinator

Reports To: Executive Director

The BISON Children's Scholarship Fund is a privately funded organization whose mission is to broaden the educational opportunities for Western New York children by helping low-income families afford the cost of private K-12 schools.

**Position Summary:** Provide a full range of support to the Executive Director. Serve as liaison to the Board of Directors, donors, and others while ensuring confidentiality, accuracy and completion of work in a collegial, organized, and timely manner. Initiate and assume primary responsibility for projects that enhance the overall functioning of the organization.

Part-time position (20-30 hours/week) with opportunity to grow into full-time position

#### Duties/Responsibilities:

- Act as liaison between Executive Director and Board of Directors, President's Council, Committees, as well as staff to follow-up and ensure projects are completed as planned, identify and track deadlines for meetings, reports, proposals.
- Assist with Board and other meeting information by drafting, coordinating and distributing agendas and other documentation, arranging conference calls, making reservations, ordering food/beverage, set-up and clean-up.
- Display the highest level of confidentiality, independence, and sound judgment.
- Work closely with Executive Director, Program Director, and committees on various BISON events.
- Provide general and specific administrative and clerical support to the Executive Director, including but not limited to, preparing drafts of correspondence, grant proposals, and presentations.
- Maintain comprehensive calendar of dates significant to organization's operations, such as scheduled board meetings and committee meetings; time-sensitive projects and grant deadlines, follow-up well in advance of deadlines.
- Use appropriate software programs, develop and maintain various lists, calendars, and schedules.
- Letter mail merges and/or other correspondence as needed.
- Scanning, faxing and photocopying as needed.
- Maintain donor software records for accuracy including obtaining further information for incomplete documents to properly and accurately enter information into database. Run various prospect and donor reports from database.

- Strong writing skills to assist with written correspondence in a content development and proof-reading capacity as needed.
- Assist with researching prospective donors and foundations for possible funding opportunities.
- Responsible for maintaining accurate information on website.
- Work closely with President's Council and Marketing Committee to produce content and maintain a communications calendar including emails, mailings, social media platforms (including Facebook and Instagram).
- Work with Program Director to track alumni annually and develop an alumni database including alumni testimonials.

Qualifications:

- Commitment to BISON Fund mission.
- Bachelor's degree preferred, minimum Associate's degree required.
- 1-3 years administrative experience.
- Proficient in Microsoft Office, especially Excel, PowerPoint, and Word required.
- Experience with DonorPerfect preferred.
- Experience with Word Press preferred.
- Professional and friendly phone and email etiquette.
- Strong writing skills.
- Strong time management and project management skills.
- Knowledge with database management.
- Must be able to work evenings or Saturday as needed, additional hours needed during peak times.

For more information please visit our website at [bisonfund.com](http://bisonfund.com).

BISON will offer a competitive salary commensurate with experience. The position also includes vacation, sick leave, personal days and paid holidays.

All positions are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

Please submit cover letter and resume to:

Amy E. Popadick, Executive Director

[apopadick@bisonfund.com](mailto:apopadick@bisonfund.com)