

**Job Description**

**Administrative Assistant**

DESCRIPTION OF THE ORGANIZATION:

At the Fund for the Arts, we believe that art is a right, not a privilege, because art is a fundamental expression of the human condition. We support, promote and develop arts, artists, and arts organizations to help create a healthy and vibrant community for all. We facilitate the largest arts grant program in Kentucky, providing over 600 grants to organizations, artists, schools and other partners annually. The Fund for the Arts conducts one of the two oldest United Arts Fund in the country, raising an average of $8 million dollars each year from approximately 11,000 donors. For more information, visit [www.fundforthearts.org](http://www.fundforthearts.org).

ABOUT THE JOB:

The Administrative Assistant reports to the Director of Strategic Initiatives. They work in tandem to provide cross- departmental administrative support, strategic planning, and support to the President/CEO and the leadership team of the Fund for the Arts as necessary. The position acts as the primary point of contact at the front desk and on the main line telephone, fostering a feeling of belonging for internal and external constituents.

REQUIRED COMPETENCIES:

* Proven administrative experience within an office environment
* Exceptional customer service and strong interpersonal skills
* Discretion and confidentiality
* Attention to detail
* Excellent time management skills with the ability to prioritize work
* Excellent organizational skills with the ability to multi-task
* Growth mindset with the ability to take initiative
* Problem-solving skills
* Excellent verbal and written communication
* Microsoft Office proficiency
* Proficiency with typical office equipment including phone systems, postage meters, copy/print/scan machines, etc.
* Commitment to equity and learning
* Commitment to the mission, vision and values of the Fund for the Arts.

PREFERRED COMPETENCIES:

* Database systems experience
* Microsoft Teams experience
* Experience in arts or creative industries

RESPONSIBILITIES:

* Schedule appointments and manage complex calendars for the President/CEO, in coordination with the Director of Strategic Initiatives, to address organizational priorities and strategy
* Schedule organizational meetings and spaces internally and externally as needed
* Serve as the first point of contact to visitors or callers at the organization, fostering a feeling of belonging for both internal and external constituents
* Assist and coordinate internal information and correspondence with FFTA team members
* Work with the Office Manager to maintain credit card statements
* Support project management and flow of information
* Conduct research and compile information as requested
* Facilitate technology support of meetings
* Manage the FFTA Zoom account and other key memberships to allow access as needed across the organization
* Prepare correspondence, manage hiring posts, note-taking as needed
* Ability to work remotely when necessary and an understanding that this role may be expected to work in the office when other staff are working remotely.
* Other duties as assigned, including occasional help on weekends or evenings at FFTA sponsored events
* Steward the resources of the organization responsibly

Benefits and Compensation

Salary Range for this position is 35-40K. The Fund offers a benefits package that includes health, life, vision and dental insurance; short-term disability; vacation, paid time off and an employee retirement plan. Parking is paid and an on-site workout room is available as part of staff wellness program.

Application and Inquiries

Please forward a letter of interest and resume to [careers@fundforthearts.org](mailto:careers@fundforthearts.org) by February 18, 2022. Resumes will be considered on a rolling basis.