

The Eisenhower Foundation is a public nonprofit organization dedicated to preserving and promoting the legacy of our nation's 34th president, Dwight D. Eisenhower. Based in Abilene, Kansas, the Eisenhower Foundation supports the Eisenhower Presidential Library and Museum, one of only 14 presidential libraries in the nation. We are currently recruiting an Office Administrator.

OFFICE ADMINISTRATOR

Reporting directly to the Executive Director, the ideal candidate will be experienced in handling a wide range of administrative support tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and welcome the administrative challenges of supporting a nonprofit office with a national scope.

This rare opportunity calls for a sophisticated individual. The ability to interact with staff, board members and donors in a fast-paced environment with a high level of professionalism and confidentiality is crucial to this role. Superior written, verbal and interpersonal communication skills, strong decision making ability and attention to detail are equally important.

MUST HAVE:

- Excellent organizational skills
- Demonstrated excellent customer service skills
- Strong knowledge of Microsoft Office, including Word, Excel and PowerPoint
- Ability to establish and maintain effective working relationships with staff, board members and donors
- Professional appearance, initiative and integrity

STRONGLY PREFER:

- Experience in providing support in a professional services, foundation or nonprofit environment
- Experience successfully creating and/or modifying processes

THE OFFICE ADMINISTRATOR WILL:

- Answer phone politely and direct all incoming calls to appropriate party promptly and efficiently
- Receive and interact with incoming donors and visitors
- Be responsible for heavy calendar management to coordinate a variety of meetings which will require interaction with both internal and external executives
- Communicate and handle incoming and outgoing communications as directed by the staff and board of directors
- Assist staff with conducting research, assembling and analyzing data to prepare reports and documents
- Update constituent records and maintain donor database. Monitor daily gift entries and changes, reviews necessary data corrections, and verifies the successful execution of the gift recording, receipting and acknowledgement process. Generates transmittals and acknowledgement letters/receipts for contributions made to the Foundation.
- Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner
- Arrange travel schedules and reservations for staff as needed
- Manage the finances by working with the Executive Director and board Treasurer to pay invoices, transfer funds and complete bank deposits. Work with accountant and auditor to complete financial reporting, tax preparation and annual audit.

This is a full-time exempt position with a benefit package that includes two weeks of paid vacation, paid federal holidays, one week of sick leave/family sick leave, and simple IRA contributions after one year of service.

Submit cover letter, resume and references to Meredith Sleichter, Executive Director, at msleichter@eisenhowerfoundation.net or P.O. Box 295, Abilene, Kansas, 67410 by January 28, 2022.

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