



**Shining City Foundation  
Administrator  
Essential Job Functions**

**About the Shining City Foundation & Background**

The Shining City Foundation is a not-for profit 501(c)3 organization with a mission to enhance the health and general welfare of underserved populations through improved living conditions, health care, and educational opportunities.

Guiding Principles of SCF are to:

- Utilize 100% of every donation for project support
- Enhance the lives of those less fortunate with self-sustaining projects
- Partner with "like-minded" groups and organizations
- Provide active hands-on volunteer participation

The Shining City Foundation Board of Directors is looking to engage a part-time administrator as an independent contractor to support and advance the mission of the organization. Based on current workload we anticipate up to 20 hours per week of work product to accomplish the essential job functions.

**Essential functions of the Administrator will include:**

**Financials**

Record keeping in Quickbooks / Excel:

- Input check, digital (Stripe), and recurring donations into Quickbooks and Excel
- Reconcile monthly bank accounts in Quickbooks
- Input general journal entries into Quickbooks, received from accountant
- Input expenses/donations paid into Quickbooks and Excel

Banking:

- Set up and monitor automatic monthly payments to charities
- Prepare grant checks for review and signature
- Send grant payments to charities

Reporting:

- Prepare reports for board meetings (quarterly meetings)
- Track project related expenditures
- Provide necessary information for CPA to file IRS 990

**Communications**

- Provide website management and updates
- Create on-going social media content and regular posts
- Create and distribute e-newsletter
- Process year-end fundraising letter

### **Donor Relations**

- Maintain donor contact records
- Develop and send tax confirmation letters to donors via mail or email
- Coordinate fundraising efforts that may include:
  - Annual mailing list for end of year fundraiser
  - Coordinate details for special events such as Christmas with a Cause
  - Board member donor calls
  - Fundraising event(s)

### **Administrative**

- Coordinate board meetings
- Take board minutes
- Attend board meetings and share financial report
- Vet grant solicitations for committee consideration
- Manage e-files and archival documents, photos and videos
- Collect and send necessary mail