

IMPACT100 PHILADELPHIA

PART-TIME ADMINISTRATOR JOB DESCRIPTION 5-12-15

The Part Time Administrator will be paid as an independent contractor and will work an average of 8 hours per week at a rate of \$30 per hour. Compensation will be capped at a maximum of \$11,000 per year. The Administrator will have important responsibilities on behalf of Impact and will work on her own as well as with the Executive Committee and other Board members. As such, it is important that she be careful and reliable, have strong organizational and communication skills and be willing and able to work independently and with others.

The goals of this position are to:

- Provide support to Impact100 Board members so that they are better positioned to handle growth and maintain a high level of professionalism as an organization;
- Ensure that Impact's administrative systems are efficient, consistent and accurate;
- Free board members from administrative tasks so they may focus on strategic and/or member-related work.

The Administrator will:

1. Manage Impact100's mail including:
 - Check the P.O. Box at least twice weekly from September through December and at least once weekly during the remainder of the year;
 - Email a detailed summary and scan of all mail and receipts to the Co-Presidents, Vice President, Treasurer and Membership Chairs at least once weekly;
 - Send tax acknowledgments for all donations and letters to honorary donation recipients.
2. Maintain and update the membership database including:
 - Enter contact and donation information for members, prospective members and other information the Board determines relevant such as profession, points of contact with Impact, areas of interest, etc. ;
 - Monitor email communications for delivery issues and other required corrections;
 - Create an annual member directory and provide monthly membership and database reports for the Membership Chairs and the Board.
3. Manage and maintain all important organizational files in a cloud-based storage system (currently files are maintained on both Boost 501 and Google Drive and backed-up to Dropbox):
 - Upload important organizational documents to the cloud-based storage online system (i.e. agendas, minutes, grant documents, corporate filings, publicity, timelines, memos, etc.)
 - Regularly populate the system with past records

4. Maintain a master calendar in Google for all Board and Impact functions by obtaining relevant dates from all Board Chairs over the summer and assisting Board members, if needed, to update the calendar on a routine basis.
5. Assist Communications Chairs and webmaster to:
 - keep the website current by occasionally checking content (such as links for the latest newsletters, program information, etc.) and act as a liaison with our web site consulting firm, Studio Z.
 - assemble a list of member addresses/emails for mass mailings.
6. Help administer SlideRoom and grant records, as needed:
 - Create FAC member accounts for online proposal review process
 - Manage FAC member conflict of interest forms
 - Maintain an applicant database
7. Handle all annual, corporate and other affinity group registrations and filings, including WCGN, the Philanthropy Network, corporate liability insurance, Go-Daddy, Constant Contact, Slideroom and other technology services.
8. In conjunction with Communications Co-Chairs, prepare drafts for press releases, invitations and other written communications, proofread all communications for correct grammar, punctuation and spelling errors and order supplies when needed (i.e., name tags, pens, business cards and other printed materials.)
9. Provide additional services as mutually determined by the Co-Presidents of Impact100 Philadelphia and the Administrator.

In support of this position, Administrator will also :

- Maintain a complete record of hours worked and tasks completed, etc. and provide these monthly to the Co-Presidents and the Treasurer;
- Establish methods of reconciling the Administrator's work with the Treasurer, Secretary, Grants and Membership Chairs (for membership forms, membership totals, etc.);
- Clearly delineate how the Administrator interacts with the Board; help determine requests and tasks that are appropriate for the Administrator vs. those that are not.