



## **POSITION DESCRIPTION**

**TITLE:** Foundation Fund Assistant

**DEPARTMENT:** Foundation

**SUPERVISOR:** P.E.O. Foundation Supervisor

### **POSITION SUMMARY:**

This full-time position is responsible for preparing annual fund statements, depositing contributions, maintaining files and other duties for the P.E.O. Foundation.

### **RESPONSIBILITIES:**

- Prepare annual activity letters for income distribution from the funds in the P.E.O. Foundation, including determining amount of income available, principal balance, fund balance, letter format, etc.
- Calculate net income and prepare necessary correspondence for “transfer funds”
- Deposit contributions and enter into accounting records to ensure proper credit for each Foundation fund
- Process clearing accounts on a quarterly basis and transfer amounts to the educational “projects” of P.E.O.
- Apply for matching gifts and maintain corresponding donor paperwork
- Keep record of bequests and large gifts received, forwarding appropriate information to the trustees
- Serve as backup for scholarship processing
- Assist with filing and scanning documentation as needed
- Assist P.E.O. Foundation Board of Trustees as requested
- Perform other duties as assigned

### **SUPERVISION:**

This position reports to the P.E.O. Foundation Supervisor, and operates within the guidelines developed by the Executive Board of International Chapter and office practices and procedures established by the Executive Director. Questions should be referred to the Executive Director.

### **REQUIRED SKILLS:**

Membership in the P.E.O. Sisterhood as well as an understanding of P.E.O. policies and procedures and the P.E.O. Foundation is preferred, though not required. Excellent written and verbal communication is required. Must demonstrate good human relations skills, be dependable and trustworthy with attention to detail including proper maintenance of records and files. Ability to concentrate and work independently to plan work assignments and meet established deadlines. Must have the ability to lift items up to 25 pounds. Computer skills required, preferably with experience using Windows-based applications including Microsoft Word, Excel, Outlook and Internet Explorer.