POSITION DESCRIPTION

TITLE: Foundation Fund Assistant

DEPARTMENT: Foundation

SUPERVISOR: P.E.O. Foundation Supervisor

POSITION SUMMARY:
The P.E.O. Foundation is a service provided to the P.E.O. Sisterhood and encourages tax-deductible giving to the educational and charitable philanthropies of P.E.O. The Foundation also holds and administers over 1600 permanent and endowed funds that further the mission of P.E.O.

The Foundation Fund Assistant is responsible for preparing annual fund statements, depositing contributions, preparing gift acknowledgements, maintaining files and completing other duties for the P.E.O. Foundation.

This is a 40-hour-a-week, Monday through Friday full-time position, with flexible hours between 7:00 a.m. and 4:30 p.m. A full benefit package includes insurance (health, vision, dental, life and long-term disability), paid-time off, holidays and 401(k).

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 individual and chapter gift acknowledgements for the P.E.O. Foundation
- Process clearing accounts on a quarterly basis and transfer amounts to the educational philanthropies of P.E.O.
- Apply for matching gifts and maintain corresponding donor paperwork
- 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

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and procedures established by the Executive Director. Questions should be referred to the Executive Director.

REQUIRED SKILLS:

- An understanding of P.E.O. is preferred, though not required
- Excellent written and verbal communication
- Must demonstrate good human relations skills, including the ability to effectively communicate with coworkers, P.E.O. members and donors
- 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
- Proficient with Windows-based applications, including Microsoft Word, Excel and Outlook

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- This position works on-site at the P.E.O. Executive Office
- Must be able to lift up to 25 pounds at times
- Must be able to accommodate office responsibilities, including sitting and standing for extended periods