



NC Family Job Description: **Administrator**

The North Carolina Family Policy Council (NC Family) is seeking an Administrator. The Administrator must have a passion for the mission of the Council; work well in a collaborative team environment; possess strong interpersonal and communication skills; be a self-starter who can work independently; and possess a high level of professionalism, skill and discretion.

KEY RESPONSIBILITIES

Works with the entire NC Family Staff to implement administrative, accounting, event planning and other programmatic activities. These include:

- General office management, including: reception, mail disbursement, bank deposits, ordering office supplies, general email correspondence, liaison with vendors, and maintaining a neat and tidy office environment.
- Speaking to and corresponding with NC Family donors, supporters, and other parties.
- Assisting President and other staff to accomplish various objectives and tasks.
- Administrating employee payroll, Simple IRA, insurance programs, vacation, expense reports and other benefits.
- Managing accounts receivable, accounts payable, and bank reconciliations.
- Working with CPA to prepare Form 990, annual audit, and Form 1099s.
- Managing donor/constituent database/CRM, including data entry, donation management, receipting, and related reports.
- Coordinating event logistics including scheduling, speakers, sponsorships, print materials, and venue.
- Assisting with preparation and implementation of other fundraising activities.
- Managing disbursement of NC Family's flagship publication *Family North Carolina* magazine.

JOB QUALIFICATIONS/REQUIREMENTS

- Bachelor's degree.
- Minimum of 5 years of relatable work experience.
- Strong organizational and communication skills.
- Practical and relevant experience in a business setting.
- Knowledge of and passion for the issues outlined on the NCFamily.org website.
- Self-starter with ability to work independently and in groups.
- Able to take direction and interested in learning new things.
- Well-organized, able to operate on a schedule, and capable of meeting deadlines in a fast-paced work environment.
- Computer and technological competence, including Mac OS, Microsoft Office Suite, QuickBooks, and a general willingness to learn new software programs, a must.
- Basic knowledge of Adobe Design software a plus.
- Notary Public, a plus.
- Compensation commensurate with experience.

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To apply, send resume and cover letter to mail@ncfamily.org.