



Position: Administration Associate (AA)

FTE/FLSA: 1 Full-Time – Non-Exempt (Hourly)

Position Supervisor: President

About Billings Catholic Schools Foundation: The Billings Catholic Schools Foundation (BCSF) serves as the philanthropic arm of the Billings Catholic Schools (BCS) and the BCS community. Formerly known as the Billings Area Catholic Education Trust (BACET), the BCS Foundation develops resources to benefit BCS, its programs, facilities, and those it serves through fundraising and investment in endowment and other assets.

Position Description: The AA will drive the back-end management of processes that support the development and administrative operations of the Foundation. The AA's goal is to provide necessary information, documentation, and reporting to a variety of constituents including donors, the board of directors and its committees, the development team, the schools in an efficient manner, and the Foundation President. The successful employee will be adept at database management; multiple software systems and packages; developing, implementing, and executing on critical processes; quick and quality data entry; and quantitative reporting. In addition, a passion for private, faith-based education, contributing to a positive work culture, and a knowledge of and comfort with the Catholic faith and its adherents are requisite for the position.

Position Location: Billings, Montana – not remote work eligible

Areas of Responsibility:

Financial

- Input's gift information into appropriate database systems
- Oversees accounts payable, accounts receivable, timely bill payment, reconciles accounts, and other financial tasks appropriate to operations, in coordination with Foundation's outside accountant.
- Prepares deposits into appropriate accounts and banking institutions
- Assists in the annual audit and 990 preparations process
- Ensures hard and electronic files, documents, reports are appropriately organized and maintained
- Responsible for the finance database, ensuring its accuracy and pulling reports as needed



Office Administration

- Picks up and secures mail as needed
- Purchases office materials as needed
- Keeps office organized as needed

CRM Databases

- Responsible for the CRM databases (i.e. donor perfect, Crescendo), ensuring their accuracy
- Enters data timely relative to giving history, demographic data, and contact information
- Designs and pulls reports, lists, and other necessary information from CRM database for use in development work and board reports

Donor Stewardship

- Implements and maintains a timely and progressive donor stewardship program to include timely thank you receipts, and assignment of donor follow up with notes, phone calls, etc. to appropriate development staff
- Prepares and follows through on planned giving documents with donors

Board of Directors

- Prepare for all board and committee meetings with timely notifications, agendas, minutes, and reports sent to members
- Attend board of director's and committee meetings
- Takes meeting minutes and distributes to members
- Assists in the preparation of policy and changes

Development/Fundraising

- Assists the development team in their work with communications, events, and donor engagement
- Provides editing for copy-write on an as needed basis (e.g. grants, board reports, fundraising content)
- Assists in the delivery of content to relevant channels (e.g. mail, email, social media, website)
- Attends and works foundation and other events as needed
- Assists in donor and grant reporting

The above statements are intended to describe the general nature and level of performance expected in this position. They are not intended to be construed as an exhaustive list of all duties and skills required.



Skills/Abilities for Accomplishment:

Excellent interpersonal skills, the capacity to successfully develop and manage authentic relationships, and contribute to a positive, optimistic, and faith-oriented work culture.

Adherence to the ethical standards of fundraising as described by the Association of Fundraising Professionals.

Professional and friendly demeanor.

Attention to detail, commitment to accuracy, and ability to produce high-quality work within time constraints.

Proficiency in software applications, including MS Office Suite, CRM and Finance data systems, with abilities to quickly learn new and updated applications packages.

Qualifications:

Post-Secondary degree (Certificate, Associates, or above) in administration, business, finance, computer applications, or other relevant degree.

Years' experience related to relevant work in lieu of a degree is acceptable.

Passionate belief in the importance of Catholic/Christian education.

Knowledge and comfort with the Catholic faith and its adherents, school system, and work environment.

Work Environment and Physical Demands:

Must be able to work within a Catholic faith-based environment.

Must be able to work within time-constraints.

Must be able to work independently.

Must be able to operate office equipment such as computers, telephones, and copy machines and work with manual files systems and perform computer work for extended periods of time.

Must be able to work, from time-to-time, nights, weekends, overtime, and travel if needed.

Ability to lift/push/pull 25 pounds.

Pass a background check.

Compliance with the Safe and Sacred program (training will be provided).

Salary and Benefits:

Salary range is \$15 to \$20 per hour, depending on experience and education. Benefits include



medical, dental, vision insurance with employer sponsored health insurance plan, beginning the first of the month after the start date. Employer sponsored life and AD&D with optional voluntary coverages. AFLAC Voluntary Plans. 403(b) retirement savings plan with employer contribution. Paid holidays, vacation, and sick leave according to the employee handbook. Tuition remission for children to attend Billings Catholic Schools (excludes fees and other service charges).

To Apply:

Interested candidates should submit a cover letter, resume and three references to info@billingscatholicschoolsfoundation.org. The position is open until filled. Initial application reviews will begin November 15; with interviews following shortly after.