



## ***Administrative Coordinator Job Description***

### **Overview**

*As NDSC grows and expands its influence, it's essential that we are operating as effectively and efficiently as possible. Although many on our staff team take on various administrative tasks regularly, some gaps still need to be shored up and will only be done so by having a dedicated staff person to address those needs. We are creating this position to begin meeting those gaps and needs. This role will start part-time for an average of 25 hours/week, but eventually, it could grow into a full-time position.*

### **1. Character and Personal Growth Attributes for All**

- Respect for others, commitment to quality, integrity, self-motivation, and a positive attitude.
- Relationally, work well with others, resolve conflicts, and be trustworthy.
- Be an aggressive learner who consistently tries to grow in knowledge and competencies.
- Be a contributing member of a healthy staff culture as we collectively strive to fulfill NDSC's mission and vision.

### **2. NDSC Staff Responsibilities**

- The Administrative Coordinator reports directly to the Executive Director.
- Submit a monthly staff report and expense report.
- Perform other responsibilities as assigned by the Executive Director.

### **3. Bloomerang Database**

- Become proficient with our Bloomerang (Constituent Relationships Management) system. They have a ton of online tools to learn their system.
- Learn how to run standard and special database reports requested by the staff team.
- Review the donation records for the past two years (2023 and 2024) to ensure they are correctly recorded, duplicates are merged, and key relationships are linked.
- Assess if NDAC members and 2023 & 2024 Convention registrations are correctly entered into the database. With NDAC members, contact those whose records are incomplete and figure out the best way to add and populate a field for people's congressional districts. Figure out how new 2025 Convention registrations will be merged into Bloomerang.
- Work with the Bloomerang team to ensure our records' format is organized correctly with the correct fields, dropdowns, etc. Ask for their help in differentiating donations from registration revenue.
- Get training from the Communications Coordinator on creating Gravity forms and utilizing Zaps and Gravity forms to populate Bloomerang.

#### **4. Donations Processing**

- Go to Fueled Collective once a week (maybe twice a week towards the end of the year) to pick up any possible donation checks.
- Enter check donations into Bloomerang.
- Scan checks and save the images to a shared file.
- Deposit checks at PNC, and text Rosemary the deposit slips.
- Send email thank you notes to those with email addresses, or mail thank you letters to all check donations.
- Review the website and ACH donations to ensure they are entered into Bloomerang correctly and that the donors receive a thank-you email or letter.
- Review the automated thank you emails each quarter and update them if necessary. Jim and Sam can help with the verbiage for a mission highlight.

#### **5. Oversight of Microsoft Teams/Shared Point/One Drive Files**

- Our digital filing system is stored in the Microsoft Teams platform. This filing system must be well-organized because we don't have a physical office.
- Work with the team at NTI to troubleshoot the best way to do this and coordinate a few training sessions to get the current team up to speed. Part of this will be to write up some instructions for the staff team to know how to utilize this system best.
- Take responsibility for organizing old files from NDSC so they can be assessed when needed.

#### **6. Special Events Support**

- Travel to Atlanta a few days before the Golf Tournament and Big Game Ball to lend assistance to both of these events. As time permits, coordinate other ways leading up to the events with Rhonda Rice so you can assist in the preparations.
- Attend the Convention Monday to Monday to assist in whatever is needed.
- Coordinate with the Convention Director on the shipping details to send NDSC supplies to the next host city. This might entail renting a storage unit in the next city.

#### **7. Executive Director Support**

- Assist with Jim's Outlook calendar. This is needed when scheduling various committee meetings and other meetings with three or more people. This might entail managing Doodle polls and email correspondence.
- Compile and distribute materials needed for various board and committee meetings that Jim is involved with.
- Be available to offer other assistance as needs emerge.

#### **8. Other Administrative Responsibilities**

- Cover the NDSC main phone line and info mailbox with a few other staff people who assist with this.
- Serve as the NDSC point person with the team at NTI to coordinate IT support needs and problems.
- Our Communications Coordinator will train you to make simple website updates as needed.

- Coordinate with Rosemary Hawkins, our NDSC Accountant, to create and maintain all necessary personnel files.
  - Set up new employees in our Gusto payroll system.
  - Set up and monitor state registrations and unemployment / withholding accounts.
  - Review and ensure all contracts and job offer letters are current and new ones correctly created.

## **9. Reviews & Convention Evaluation**

- All new employees receive an initial performance appraisal upon completing their first 90 days of employment.
- To provide our staff with consistent feedback and create an ongoing dialogue about priorities, performance challenges, and ways they can feel supported and empowered, every staff member fills out a monthly report they submit to their supervisor. Part of this report outlines their top three to five work priorities on a rolling basis for the upcoming 90 days. They will also outline the progress made on their current monthly priorities.
- Along with the monthly report, every staff member and supervisor will have regular Check-In meetings. Most of these meetings will involve informing staff members and supervisors about and progressing toward their priorities for the next 90 days. The initial plan is to have these meetings monthly, alternating between in-person and Zoom meetings.

## **Qualifications**

- Proven track record in initiation, problem-solving, attention to detail, and multitasking.
- A high degree of emotional intelligence to work with a wide range of people.
- Strong interpersonal, verbal, and written communication and organizational skills are essential for this position.
- Humble and teachable spirit with a desire to consistently improve their work.
- Computer competency in Microsoft Office Suite products and experience with databases.
- Must have a valid driver's license, reliable automobile, and appropriate insurance coverage.
- A four-year degree is preferred.
- Because the Executive Director lives in Cincinnati and all NDSC mail is received in Cincinnati, the person in this role needs to live in the Cincinnati region, even though most of the work can be done remotely from home.
- This part-time role will initially average 25 hours/week and eventually could grow into a full-time position. Hours will fluctuate throughout the year, with occasional evenings and weekends. Some flexibility regarding exact days and times can be provided, but a good portion of the time needs to be during typical office hours. This is a remote position, requiring travel a few times a year.