Fox Cities Performing Arts Center
Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrative &amp; Grant Coordinator</th>
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<tbody>
<tr>
<td>Department/Location:</td>
<td>Administration</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Administrative Manager</td>
</tr>
<tr>
<td>Fair Labor Standards Act Status (FLSA):</td>
<td>Hourly</td>
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<tr>
<td>Employment Status:</td>
<td>Full Time</td>
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**JOB SUMMARY**
As a team member of the Fox Cities Performing Arts Center, you will help build a positive working environment as well as inspire, transform, and build our community through exceptional live experiences.

Under the general supervision of the Center’s Executive Administrative Manager, the Administrative & Grant Coordinator serves as the initial contact for clients and the general public. This person provides administrative support to the executive administrative manager as well as office support for all staff. Oversees and coordinates the Center’s grant funding program.

**PRIMARY FUNCTIONS AND RESPONSIBILITIES**
The following are the primary/essential functions of the position, and are not all-inclusive.

**Administrative & Office Support – 50%**
- Provide exceptional customer service by greeting guests, in person or on the phone; answering or referring inquiries
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Receive and appropriately distribute mail (USPS, UPS, FedEx and other delivery services) and email
- Maintain accurate records of invoices and route for signatures and payment
- Complete daily deposit for finance and development, scan supporting documentation for file
- Receive and track scholarship ticket requests and community donations
- Assist various departments within the Center on special projects as assigned by executive administrative manager
- Maintain office supply inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies
- Coordinate lunch meeting needs when necessary
- Coordinate gift certificate management, tip and receipts
- Manage petty cash and maintain accurate records of receipts and account numbers for monthly reconciliation
- Coordinate community events calendar for programming
- Assist with guest experience survey coordination
- Coordinate data collection of Center statistics used for grants, marketing and other special projects
- Set up or maintain functionality needed for meetings in administration office conference room
- Ensure operation of postage machine by completing preventative maintenance requirements and calling for repairs as well as monthly reconciliation for department reporting
- Coordinate confidential shredding with vendor
Fox Cities Performing Arts Center
Position Description

- Assist with back-up data entry in donor database
- Serve as back up to executive administrative manager
- Coordinate staff calendars for kitchen duty coverage
- Maintain employee sign in board and mailboxes upon hire and departure

Grant Coordination – 50%
- Outline, assemble and submit grant applications to foundations, corporations, agencies, and government funding sources to support budgeted programs, involving Center staff and external partners as appropriate.
- Maintain schedule of grant deadlines and reporting requirements and communicate this information with appropriate departments.
- Create timelines, reports and appointments for Center staff to make sure grant program is executed properly.
- Notify appropriate staff of grant awards.
- Track proper recognition and reporting according to grant requirements.
- Communicate any changes throughout the funding year to the grantors.
- Monitor inventory of past requests and grant materials.

JOB QUALIFICATIONS
This position requires someone who is service and detail oriented. Experience in an administrative role desired. Graduation from high school or vocational school.

Required Knowledge and Competencies:
1. Ability to deal effectively with a variety of personalities and situations
2. Ability to be flexible and adapt to a fast-paced environment
3. Ability to assess situations and creatively problem solve
4. Ability to keep and systematize detailed records
5. Capable of completing assigned projects in a timely and diligent manner
6. Ability to use proper diction and speak in a pleasant modulated voice
7. Advanced knowledge of Microsoft Outlook, Word, Excel and Power Point
8. Experience in Raiser’s Edge and grants preferred but not required

Send resume with cover letter, application, salary requirements, and 3 references to:
Fox Cities Performing Arts Center, Attn HR, 400 W. College Ave, Appleton, WI 54911
or via fax (920) 730-3784 or via e-mail to hr@foxcitiespac.com
The Fox Cities Performing Arts Center is an equal opportunity employer.

I have read the above position description and acknowledge my understanding of the duties and responsibilities set forth herein.

Employee Name (please print): ______________________________________________________
Employee Signature: __________________________________________________________________________ Date: ___________________