

# Assistant Administrator

## Wood River Women's Foundation

Based in Ketchum, Idaho

Part-time, year-round

### The Opportunity

The Wood River Women's Foundation (WRWF) inspires and educates women to become leaders in philanthropy. We encourage and create significant positive change in our community through pooled grant-making. What began as a conversation between two women on a Sun Valley, Idaho chairlift in 2005 has transformed into a thriving, vital resource for women and nonprofit organizations in the Wood River Valley. This role gives you the opportunity to work with a strong team of women philanthropists.

### The Role

We are seeking an Assistant Administrator to manage our technology platforms and to support our Administrator. Duties include mastering the WRWF CRM program, database management including updating and maintaining digital files, generating custom reports, general office help, monitoring email, scheduling committee meetings, assisting with member events, other tasks as assigned. This role will also support WRWF's annual grantmaking process which takes place in the first quarter of each year.

The ideal candidate is highly proficient with technology including Google Suite (Drive, Calendar, Docs, Sheets), Zoom, Survey Monkey and DocuSign. This person is eager to learn new software, is detail-focused, and has excellent organizational and communication skills.

This is a year-round, part-time (10 hours/week), hourly position, wage DOE. We are open to a flexible schedule and the ability for the role to be partially remote. Applications are being accepted now, interviews will be conducted upon receipt of qualified applications, and the anticipated start date is January 2024.

### How to Apply

**Please submit a letter of interest and current resume to:**

[info@woodriverwomensfoundation.org](mailto:info@woodriverwomensfoundation.org).

The Wood River Women's Foundation is an Equal Employment Opportunity employer. We are committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.