

## MSU Northern Foundation

### Job Description: Operations Specialist

Non-exempt; Hourly salary range \$28,000-35,000 annually depending on qualifications.

\*Salary based on work for 40 hours/week

Includes health insurance, benefits and retirement.

Starts with 3 weeks of accrued vacation plus holidays and one bonus flex day off per year

12 days of sick leave per year.

Reports to the Executive Director And Finance Director

#### Responsibilities include but not limited to:

- Maintain donor database and tax receipts
- Manage the Foundation's Board of Trustees meeting minutes
- Oversee Foundation fundraising supplies
- Manage incoming calls to the office as needed
- Manage accounts payable and receivable
- Works with Executive Director on campaign fundraising and expenses
- Assist with Foundation events
- Assist with outreach activities such as social media, event planning and marketing
- Ability to take on other duties assigned to them from the Foundation team
- Willing to work as needed at tailgates or events on weekends/evenings

#### Preferred Qualifications:

- College degree Accounting or Business Management or an equivalent combination of education and/or experience
- High level of computer knowledge and abilities
- Have the aptitude for working with a wide variety of constituencies
- Must be able to work independently
- Possess excellent oral, written, and interpersonal communication skills
- Payroll experience
- QuickBooks experience
- Team player

#### Required Experience:

- Associates Degree or High school diploma or equivalent and experience in an office setting
- Working knowledge of the Microsoft suite of products; specifically, Word, Excel and Outlook

#### Desired Attributes:

- Experience working in a nonprofit setting
- Positive attitude and outgoing personality
- Database management experience
- Willingness to be nimble in a dynamic environment

Please submit your resume to: MSU Northern Foundation, Attn: Shantel Cronk, Executive Director  
[Shantel.Cronk@msun.edu](mailto:Shantel.Cronk@msun.edu)