Position Description

Title: Operations and Finance Associate
Position Type: Part-time, non-exempt
Hours: 20-30 hours per week
Compensation: $25 - $35 per hour
Benefits: Eligible for health insurance and paid vacation according to current benefit policies.
Reports to: Executive Director

The Operations and Finance Associate provides essential administrative, finance, and office management support to the Executive Director and other members of Spur’s team, including its Committees and Board of Directors. The primary purpose of the position is to ensure Spur operates efficiently and effectively according to best practices and to a high standard of quality, accuracy, and timely execution. This job is a fantastic opportunity for a highly organized individual who cares about the local community and wants the chance to advance their career while also supporting that community. Because Spur is a young and growing organization, this position will be expected to participate in the innovation, implementation and refinement of processes and procedures that will enable Spur to continue growing its services.

Scope of Duties:

- **Finance**
  - Basic Bookkeeping, including the processing of accounts payable and accounts receivable transactions.
  - Process donations, including the creation of new profiles in Spur's donor database system.
  - Send gift acknowledgements.
  - Prepare grant checks and correspondence to accompany them as directed.
  - Perform monthly bank reconciliations.
  - Prepare drafts of financial statements as directed.

- **Donor Services and Grants Administration**
  - Support Spur’s donor services by entering, maintaining, and reporting information in our donor database.
  - Support Spur’s marketing and external communications efforts through a variety of channels, such as the website, social media, advertising, and publications.
  - Support Spur’s nonprofit services and grantmaking process by maintaining forms and producing reports.
  - Monitor grant requests received through our online portal and initiate due diligence and approval process.

- **General Administration**
  - Assist with and occasionally lead the planning and logistics for meetings and events.
  - Prepare materials for and take minutes at board and committee meetings.
  - Generate and maintain lists of stakeholders (Board, Advisors, partners, media, etc.)
Perform Office manager functions such as purchasing supplies, attending to the mail and phone services, ensuring the proper maintenance of equipment and the cleanliness of the office.

**Skills and qualifications:**

- Attention to detail and ability to produce reliably accurate work-product.
- Robust computer skills and proficiency with Microsoft 365 programs for including Word and Excel
- Database experience, including data entry, reporting, and maintaining the accuracy and integrity of information.
- Versatility with both quantitative and qualitative information and with routine and non-routine tasks.
- Ability to manage diverse tasks according to varied timelines.
- Ability to work collaboratively with staff and volunteers.
- A sincere interest in the nonprofit sector and the well-being of our community
- An entrepreneurial spirit and “can-do” attitude that will thrive in a fast-growing business.

**About Spur**

Spur Community Foundation is a charitable organization with the mission to inspire effective philanthropy for the Wood River Valley. We seek to expand funding to the nonprofit sector, foster excellence and accountability among local nonprofits, and assist donors with their giving. Since incorporating in 2016, Spur has taken in over $20 million in donations and granted out $19 million to 83 local nonprofit organizations. Our growth has been exponential, with more than 76% of the income and grant activity happening in last two years. For more information please visit [SpurFoundation.org](http://SpurFoundation.org)