

June 1, 2022

STRATTON COMMUNITY FOUNDATION

Helping Families & Changing Lives

POSITION: Administrative Assistant & Event Coordinator
SUPERVISOR: Executive Director
SCHEDULE: HOURLY PAY/ 20-30 hours per week, year-round position
PHYSICAL OFFICE ADDRESS: Stratton Mountain Resort Village

The Stratton Foundation is a 501C3 community-based nonprofit organization that cares for the well-being of children and families across southern Vermont. ***Our role*** in the community is to respond to the needs that arise as a result of crisis, economic challenges, and quality of life for the families who live, work, and raise their children within our footprint. ***Our mission*** is to address the challenges that stand between a child in need, and the opportunity to be healthy, safe, and prepared to learn. ***Our major areas of focus*** include Hunger, Basic Necessities, Oral Health, Mental Health, and targeted Education. ***Our vision*** is to break the cycle of generational poverty.

The Foundation impacts the community primarily by:

- Raising funds and awarding grants to organizations that provide critical services that align directly with our mission;
- Holding large events to build awareness and fundraising;
- Creating partnership with organizations that have a track record of success to bridge community needs with critical services, facilitated by our leadership and funding;
- Crafting unique initiatives that have a direct impact on the lives of those most vulnerable.

POSITION SUMMARY:

The ideal candidate will have a unique career opportunity to experience a dynamic and growing nonprofit. As a valuable member of the organization and community, the candidate will be directly involved in enhancing the 'Stratton Experience' through donor engagement with the Foundation and participation in charitable signature events. The candidate will be involved as a team player, from idea generation to execution, while appreciating the direct impact of hard work in changing lives for children in the community.

The Assistant can expect to manage time and effort across three main responsibilities: 60% Events, 25% Community Outreach, and 15% Administrative Support. Together, the Executive Director and Assistant Coordinator work to accomplish the plans and goals set forth by a very active and engaged volunteer Board of Directors.

Essential Duties:

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- **Events:** The Stratton Foundation holds four major signature events that raise approximately 40% of annual income to meet the Foundation's budget for operational expenses and proceeds for community giving. The candidate will share in reaching fundraising goals and be responsible for soliciting financial and in-kind sponsorships, planning, ordering supplies, managing vendors and volunteers, helping to design flyers and marketing pieces, leading event execution, and reporting progress directly to the Executive Director. There is a lot of opportunity for creativity and collaboration. Events include:
 - Golf Outing - September
 - Snowlight in Vermont - December
 - 24Hours of Stratton - March
 - #Shred4Nate - March
- **Community Outreach:** The Stratton Foundation executes a year-round \$100,000 program called 'Head to Toe' providing 500 children with school supplies; winter boots, coats, snow pants, mittens and hats; oral health kits; and sneakers in the Spring. Working closely with school representatives, the Coordinator will help to manage children's sizes and orders through partnerships with Operation Warm, Bombas, Shoes that Fit, and local retailers to fulfill the orders. The Coordinator will help to manage volunteers for sorting and school pick-up of supplies at the Foundation's storage unit in South Londonderry Vermont. This event has systems in place for efficient tracking and execution.
- **Administrative Support:** The Coordinator will have the opportunity to perform office duties that include basic accounting, donor database entry (Kindful), returning phone calls and email correspondence, etc.

Work Conditions:

- Collaborate closely with and report regularly to the Executive Director to maintain course and together, reach goals and execute successfully
- Work with outside vendors and partners
- Establish respectful Customer Service relationship with donors, resort staff, and resort guests
- Be present to oversee proper execution of the events
- A minimum of 2-days per week working together with the ED in the physical office, and a minimum of 1 Saturday per month during the ski season to greet donors and guests

Skill and Ability Requirements:

- Maintain excellent communication with assigned Stratton Resort event coordinators, senior staff, and volunteer committees
- Coordinate and manage event tasks that overlap throughout the calendar year
- Record all event details, including budgeting and expenses, into internal documents/database

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- Maintain upbeat and kind verbal and communication skills to event participants
- Excellent organizational, time management and prioritization skills required
- Ability to work well with direction and be self-motivated
- Ability to multi-task with paying attention to details
- Ability to anticipate issues that need time or particular attention
- Ability to collaborate closely with the Executive Director and work independently
- Belief in the the mission to help the local children and community through effort and dedication
- Ability to organize volunteers
- Gratuitous attitude toward event participants, sponsors and donors
- Comfortable originating conversations and soliciting for donations
- Conduct post event and staff/volunteer reviews and make recommendations for improvement

Education and Experience Requirements:

- High School Diploma required, Associates or Bachelor Degree preferred
- Previous experience in professional office environment or event management a plus
- Working knowledge of Microsoft Office programs, Google Docs/Google Sheets
- Comfort in working on or learning other platforms, such as Classy, Constant Contact, Eventbrite, Quickbooks Online

To Apply:

Send email resume to Tammy@strattonfoundation.org or mail to:

Stratton Foundation PO Box 523 Stratton Mountain, VT 05155

Resources: info@strattonfoundation.org

Phone: 802.297.2096