



Wisconsin 4-H Foundation

Full-Time Wisconsin 4-H Foundation Assistant

Areas of Responsibility are outlined below and are suggested as a guide – other work/tasks may be assigned as necessary.

A. Financial Administration – 20%

- Coordinate financial reporting systems. Assist with financial tracking and reporting systems for various funds and events.
- Maintain and conduct financial transactions by means of an Excel spreadsheet combining both income and expense financial information from the UW Foundation, a shared Raisers Edge donor database, and the Wisconsin 4-H Foundation's checkbook in Quicken. Includes confirmation that an item should be paid, in what amount, if a UW Foundation grant or the Wisconsin 4-H Foundation's checkbook should be used, and recording the expenditure appropriately on tracking systems established.
- Financial reports. Provide financial information in reports suitable for management reports to the board. Regular reports are mailed to the board and presented by the board treasurer and/or Executive Director of Fund Development with this information.

B. Donor Relations Coordination – 40%

- Responsible for maintaining the Wisconsin 4-H Foundation's donor data in Raisers Edge, a database shared by the Wisconsin 4-H Foundation and several other UW-Extension units. Includes entering all Wisconsin 4-H Foundation donor data such as name, address information, donation, gift type, solicitation reason, and various specialty flags and general ledger accounts for permanent record and reporting/query use. Also record pertinent donor information such as employer, other related donors (business or family), planned giving, and death dates if known by Wisconsin 4-H Foundation staff.
- Send prompt, personal thank yous to foundation donors.
- Design and implement various reports/queries using the donor database. Reports/queries can be designed using recorded information such as flags, general ledgers, solicitations, and geographic location. Creating reports/queries showing specific information needed for fund development is key to the Wisconsin 4-H Foundation office.

C. Event and Program Administration – 20%

- Implement the layout of printed materials, structure of events and programs, and work directly with new and established vendors/caterers.
- Finalize and administer logistical details of various Wisconsin 4-H Foundation events including partners, sponsors, inviting special guests, and prospecting major donors.
- Invite special Guests to Wisconsin 4-H Foundation events include people such as The Governor, Alice in Dairyland, Fairest of the Fair, and other sponsors.
- Partners being solicited include Wisconsin State Fair winning meat processors (statewide), and various donors of specialty items for fundraising and recognition events.

Responsibility includes: being in charge of day-of activities during Wisconsin 4-H Foundation fundraising events. Handle catering, decorations, printing, and event or program sites. Includes researching potential vendors, requesting quotes specific to the event or program (may include date, time, cost, number of people, number of items, etc.), make a final decision on which vendor is chosen, confirm the vendor performs the job as quoted, and ensuring the vendor is paid according to the quote. For fundraising events, assist with 4-H volunteer management and support. Volunteers may be helping with items such as decoration, registration, signing thank you notes and clean-up.

D. Administration & Office Coordination- – 20%

- Coordinate many logistical details for Board and/or Committee meetings. Includes soliciting information and quotes for items such as meeting sites, equipment, catering, and purchase of supplies. Once received, makes final decisions in those areas. Relay pertinent information to Board and/or Committee members. On day of the meeting, makes sure all logistical details are carried out in a timely and professional manner.
- Responsible for keeping stock of development campaign materials. Reordering the number of Foundation materials. Work with printing of Wisconsin 4-H Foundation materials. Includes independently maintaining relations with several printers, including two major in-kind donors of printed materials for the Wisconsin 4-H Foundation.
- Effectively use a variety of software programs such as Adobe Acrobat, Adobe PageMaker, Adobe Photoshop, Contribute 3, Raisers Edge, Microsoft Excel, Microsoft Outlook, Microsoft Word, and Quicken.
- Interact in positive professional manner with Wisconsin 4-H Foundation Board, donors, volunteers, staff, and the general public.

Responsibilities also include: Respond to Board, volunteer, and donor queries or requests in a timely and professional manner. Prepare reports as requested by Wisconsin 4-H Foundation Board members and/or 4-H staff. Manage mailings, including personalized mailings, mail merges, and donor communications. Responsible for assisting with the Wisconsin 4-H Foundation website updates and design.

The Foundation assistant role is a full-time position with no benefits. The position is budgeted at \$12-15/hour. Please send cover letter and resume by Friday, January 27, 2012 to:



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