

## **Wilmot Community Association (WCA) Administrator**

Part-time, 20-30 hours per week - Some evenings and weekends required for programs and meetings.

Reports to the WCA Board of Directors.

The WCA, founded in 1963, is seeking a confident, well-organized, and energetic person to oversee daily operations and activities at its facilities. The WCA is a nonprofit, membership-based organization. Its office is in the Red Barn, the Association's community center, 64 Village Road, Wilmot.

The WCA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

### **Job description:**

1. The administrator oversees the WCA's daily operations and activities.
2. In cooperation with the board of directors, is responsible for planning and executing the Membership and Annual Fund campaigns. Manages and maintains the WCA database of members and donors. Assists with developing the annual budget and schedule of programs.
3. Manages rentals of WCA properties, including single-event and ongoing rentals including the Wilmot Learning Place, and free use of the Red Barn by various not-for-profit organizations. Communicates with renters before, during, and after to ensure that all paperwork and payments are in order and a positive experience is achieved.
4. Books all revenue in QuickBooks. Assists the treasurer and bookkeeper in tracking expenses. Provides monthly reports and analysis of program expenditures and revenue trends.
5. Oversees the WCA's two facilities, the Red Barn on Village Road and Timmy Patten Park on Shindagan Road - including ongoing maintenance, janitorial services and supplies, removals, repairs, and renovations within budget and/or as authorized by the board of directors.
6. Manages on-going and consistent communications with members, volunteers, tenants, town officials, and visitors through face-to-face contact, telephone communications, newsletters, email marketing campaigns, social media, the WCA website, email, and USPS mail.
7. Contributes to the success of community events, programs, fundraising, and projects by advising and supporting volunteers, providing administrative support, and developing and implementing fundraising and marketing campaigns.
8. Assists the public at the WCA's facilities and contributes to a positive environment.
9. Greets the public and assists during events and programs.

10. Manages and maintains the WCA online calendar of events and rentals.

11. Supervises WCA staff.

**Requirements include:**

- Ability to work independently, analytical skills, and financial acumen.
- Excellent communications skills - written and spoken.
- Excellent marketing skills.
- Proficient with the Microsoft Office Suite and knowledge of database management
- Knowledge of internet strategies and protocols as well as experience with website design, configuration, and updates.
- Experience with digital communications including email, e-newsletters, digital marketing, and social media.

**Preferred Experience/Skills:**

- Fundraising and grant-writing experience
- Proficiency in QuickBooks

The WCA's administrator has regular contact with the public. In light of this, the administrator must be fully vaccinated for COVID-19 including the most recent bivalent booster.