

The Hampsong Foundation

Non-Profit Administrator

The Hampsong Foundation, a 501(c)(3) non-profit organization (EIN 20-1721645) established in the United States in 2005, seeks a non-profit administrator to begin on a part-time basis (5-15 hours/weekly) to support the Managing Director in the administration and financial organization of the Hampsong Foundation. This position is a fully remote position with the option for growth.

The ideal candidate for this position will:

- be a native speaker of English, or have near native fluency in speaking and writing;
- have familiarity and experience with non-profit administration in the United States, especially around music and the arts;
- have experience handling federal and state tax (and other) requirements, as well as payroll and other general administrative tasks, in the United States for small businesses or non-profit organizations;
- have competency with Microsoft Office, Zoom, Dropbox, and Google Workplace;
- demonstrate excellent communication skills in Zoom meetings, emails and phone communication;
- show self-discipline as a remote employee and exhibit a general attitude of self-sufficiency and initiative.

Although not requirements, the ideal candidate will also:

- possess at least some facility with the German language;
- be familiar with classical music, especially in vocal music and opera.

The Hampsong Foundation is a very small organization with currently one employee. This person will be trained by the current managing director of the Hampsong Foundation on a one-month trial basis, **at the rate of \$300 / week**. The current managing director will shift to a more project-focused role in the organization after an administrator is hired.

The Hampsong Foundation is looking to hire someone on a permanent basis for this position.

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Job Description

Accounting

- Maintain bookkeeping records for the Foundation (weekly)
- Prepare and share bookkeeping records for the annual or semiannual board meeting, and when requested for grant applications, grant due diligence, etc. (3-4 times / year)
- Finalize bookkeeping annually in January (annually)
- Maintain regular contact with the Foundation's CPA Lisa Nuñez so that federal and state tax deadlines and compliances are met (every other week)

Personnel Management

- Work with ADP to run payroll and stay up to date on federal and state tax requirements (as necessary)
- Maintain records for independent contractors and vendors, including:
 - W9 information
 - Preparing information for 1099s in January for accountant
- Facilitate payment of vendors in a timely manner
- Take on all tasks related to personnel management for Hampsong Foundation projects and administration

Fundraising & Marketing Support

- Manage the donation and newsletter platform Givebutter (as necessary)
- Write newsletters (approx. 3-4 annually) which include updates about the Foundation's projects as well as a call to action (donate), in communication with the Project Manager
- Manage and maintain an up-to-date list of contacts in Givebutter (as necessary)
- Assure connection between Givebutter donation platform and Hampsong Foundation websites, social media, etc. (as necessary)

Donation records & Communication with donors

- Maintain accurate records of donations (as necessary)
- Prepare and mail/email donation confirmation thank you letters in a timely manner (as necessary)

Social Media

- Manage Hampsong Foundation Facebook and Instagram pages (weekly)
- Post regularly (ideally once a week) on social media

Board Management

- Assist in communication with board members a few times annually
- Assist in organizing the annual or semiannual board meeting, including:
 - establishing a date/time for the meeting (always held via Zoom)
 - establishing and confirming the meeting agenda with board members
 - writing the board meeting minutes and distributing those minutes to the board members for approval

Miscellaneous

- Assist in organizing and maintaining accurate records for the organization overall via Dropbox (weekly)
- Create the annual Program Report from a template (annually)
- Maintain and submit required records for BMI licensing on a quarterly basis (four times a year)

The position encompasses but is not limited to the tasks relayed above.

If interested in this position, please submit the following:

- Letter of motivation
- CV or résumé addressing experience and training in areas relevant to this position