



## NSF Support Position(s) Descriptions

### Bookkeeping & Membership

- Bookkeeping
  - At the conclusion of in-person NSF events, complete accounting activities for the event and make bank deposit. Track detailed financial information on program attendance and payments. Reconcile Square transactions in the accounting system as programs are held and completed.
  - Oversee purchases, manage checkbook, and monitor funds.
  - Utilize QuickBooks to record and reconcile all financial transactions in appropriate categories. Reconcile Bank of America, PayPal, and Edward Jones accounts, monthly.
  - Generate Profit and Loss reports and Balance Sheet reports for monthly board meetings, which are usually teleconferences.
  - Develop and monitor yearly budget. Make recommendations for changes.
  - Work with board to develop an annual budget and track expenses.
  - Check the PO Box at least weekly and deposit checks.
  - Maintain all corporate records in a clear and organized fashion
  - Ensure that annual tasks are completed:
    - January – Current year tax filing information to Barnard/Vogler (typically extensions are filed by them and our taxes are filed by November of the following year.
    - May - Secretary of State filing utilizing Sierra Corporate Services as our agent. Post Office Box rental fee is due
    - July - Annual liability insurance premium is paid (Mercer Consumer)
- Membership
  - Work with Member Clicks to ensure membership lists are current. Update memberships from checks received. Follow up with thank you notes for Friend of the Forum donors.

- Develop strategies to increase membership. Target current non-members to convert to members.
- Manage the Info@NSF email. Respond to emails from members, potential members, and the board.
- Board Support
  - Schedule monthly board meetings and prepare board package (agenda, minutes, financials, membership information, committee reports). Take/share minutes at the board meetings.

### **Event Support**

- Assist program director in preparing in-person Forum events and provide support the day of the event.
- Coordinate schedules, set-up, invoices, and logistics for in-person events with venue personnel.
- Manage in-person event registration including recruiting and coordinating volunteers, collecting on-site ticket sales using Square, tracking attendance, providing membership information to attendees.
- Develop and manage event registration through Member Clicks, e.g., create event RSVP, collect funds, and track RSVP's.

### **Sponsorships & Fundraising**

- Corporate Sponsorships for Forums – work with Program Director to determine topics that fit with local corporate interests. Contact corporations to solicit sponsorships for specific forums and events.
- Corporate Donors for NSF – Develop strategies to secure sponsorships for sponsor NSF in general. Develop a “hit” list of companies to target. Seek and write grants to organizations that support NSF's mission.
- Promote NSF – Develop strategies to expand NSF's reach to the general population to expand non-members and members. Create and send out Press Releases for events when appropriate.