

**February 11, 2026**

**Old World Foundation seeks a part-time Executive Assistant**

Founded in 1984, Old World Foundation (OWF) is an independent non-profit organization that raises money for Old World Wisconsin (OWW). OWW is one of 12 state historic sites administered by the Wisconsin Historical Society. This 600-acre attraction is located in Eagle (southern Waukesha Co.) and welcomes 60,000-70,000 visitors annually. The site is composed of 65+ historic buildings, heirloom gardens, heritage breed animals, and many staff facilitators and volunteers that provide hands-on opportunities for guests.

OWF exists to fill the funding gap between what OWW receives in state support and earned revenue and what is needed to complete projects and enhance programs. As a non-profit funder, OWF hosts an annual fundraiser, develops corporate partnerships, applies for grants, and engages with many individuals who are passionate about Old World Wisconsin.

Old World Foundation's team is small with a full-time Executive Director and a volunteer Board of Trustees. The Executive Assistant is an important person who will work closely with the Executive Director and other stakeholders to advance the mission of Old World Foundation.

Website: <https://oldworldfoundation.org/>

**SUMMARY OF POSITION:**

The Executive Assistant provides high-level administrative support to the Executive Director. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention for details. This person should have experience working in an office environment, performing administrative duties, and providing support to management and other stakeholders.

This person maintains the office and donor database, handles communications, prepares documents, coordinates and shares financial information with contracted bookkeeping firm, assists with special events and fundraisers, and other office-related duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Other duties may be assigned.

**Office Management:** *Maintains office. Duties in this area include but are not limited to the following:* Answer telephone calls, answer questions, take and process event reservations; order necessary supplies; process outgoing mail and shipping; manage computer databases including computer back-ups and other basic IT duties; keep office machines and equipment in working order and maintain cloud-based document sharing platform.

**Development/Communications/Marketing:** *Maintain donor database and assist Executive Director in various activities that develop OWF's donor base. This includes activities that both cultivate new relationships and deepen existing relationships with Friends partners/donors. Duties in this area include but are not limited to the following:* Maintain donor database (Donor Perfect) by accurately entering all gifts and constituents' information, running necessary reports/creating lists, making needed changes to donor records, creating new records, and managing recurring gift

program. Create gift acknowledgment letters and other letters and tax receipts. Enter other pertinent information in donors' records in coordination with Executive Director.

Assist with the creation of various brochures, cards, and other communication tools as needed (such as donor birthday and anniversary cards). May assist with gathering information for monthly e-newsletters.

Assist Executive Director with scheduling meetings and preparing board documents.

**Special Events and Fundraisers:** *Assist with one annual fundraising event and various smaller events that either thank existing donors or bring awareness to potential donors. Duties in this area include but are not limited to the following:* Processing reservations, overseeing point of entry sales and/or guest check-in if applicable, pre-planning for events by creating materials, ordering supplies, securing in-kind donations, securing volunteers, securing food/beverages, entertainment and other related duties.

**Operations:** *Serve as liaison between bookkeeping support (contracted firm) and OWF by providing needed financial information. Duties in this area include, but are not limited to the following:* Share information regarding gift/grant received with bookkeeping firm. Accurately create internal spreadsheets and other forms from monthly financial reports. Provide additional support for annual financial review and/or audit.

#### **QUALIFICATIONS/ EDUCATION/ EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- ♦ Must have excellent written and verbal communication skills
- ♦ Must have strong time-management skills and an ability to organize and coordinate multiple concurrent projects and changing priorities
- ♦ Must be self-motivated, extremely detail-oriented, and accurate with numbers
- ♦ Must possess strong interpersonal skills
- ♦ Must be able to work independently, as well as part of a team
- ♦ Must have at least 2 years of relevant administrative support experience; experience working in a non-profit organization a plus.
- ♦ Must have a strong working knowledge of Microsoft Excel, Word, and Outlook
- ♦ Must be willing to embrace new systems and technologies, and learn new processes and/or refine current processes as needed.
- ♦ Flexible team player, willing to adapt to changes and unafraid of challenges
- ♦ Ability to maintain confidentiality of information related to the company and its donors
- ♦ Experience with Donor Perfect or another donor management system preferred
- ♦ Experience with Publisher, Constant Contact, Drop Box, social media a plus
- ♦ High School Diploma or GED required; bachelor's degree preferred

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals to perform the essential functions. Some lifting and transportation of products for events may be required.

**WORK ENVIRONMENT:** The majority of the work takes place in an office setting with occasional travel to Old World Wisconsin or elsewhere for special events or meetings. Reasonable accommodation may be made to enable individuals with challenges to perform the essential functions. Office equipment such as a computer, printer/copier, telephone, and postage machine are used daily.

The Old World Foundation office is located in Burlington, WI. This position is part-time, 25-30 hours per week, Monday through Friday between the hours of 8:00 a.m.-5:00 p.m., with an occasional weekend day and/or evening required. The hours worked are flexible and may include a partial remote option.

To apply, please submit (mail or email) a resume and cover letter by February 27, 2026 to:  
Old World Foundation  
Gwen Griffin, Executive Director  
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Elkhorn, WI 53121  
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