



# Club Administrator Job Description

## Purpose

Seeking a qualified candidate to ensure smooth club operations for the Rotary Club of Buckhead, meeting weekly at Maggiano's (3368 Peachtree Rd, Atlanta, GA 30326) on Monday at 12pm. You will maintain club governance and compliance with club bylaws, membership/meetings, finance, and Rotary International (RI) reporting. You will serve as the central coordinator between officers, members, vendors, and RI, reporting directly to the President with annual reviews by a committee of the Board of Directors, and working closely with the President Elect, Treasurer, Secretary and the Board of Directors.

## Core Responsibilities

### 1) Finance & Bookkeeping (Club and, as applicable, Foundation)

**Monthly:** consolidate disbursements; reconcile bank and investment accounts (Treasury Direct, Operating & MM), and Stripe/credit card accounts; prepare Balance Sheet, Income vs Budget, Program Expense, and bank reconciliations for the Board of Directors; maintain aging of receivables/credits; track member foundation giving.

**Quarterly:** generate and revise dues invoices (Jul/Oct/Jan/Apr); apply prepayments, special donations, late fees; provide past-due reports; process resignations; coordinate YPP/Meals-Exempt and Leave of Absence billing accuracy; prepare foundation donation reports.

**As needed:** set up/prorate new-member invoices and welcome emails; produce ad-hoc financial reports; support annual filings and tax return preparation with Treasurer/Board.

### 2) Governance & Board Support

Prepare meeting agendas/materials, notify Board members of meetings, attend, and record minutes for monthly Board meetings; circulate draft minutes within two days and final within 60 days. Maintain Board decisions and policies, officer rosters, and annual reports. Assist with officer elections, credentials, and annual administrative calendars.

### 3) Membership, Collection of Quarterly Dues, Attendance & Weekly Programs

Maintain accurate member roster across the club website and MyRotary; process additions, resignations, leaves of absence, and classification changes; reconcile any discrepancies with RI. You will assist the Treasurer in communications with members regarding past due quarterly invoices and payment arrangements. Coordinate weekly

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meeting logistics/setup (member badges, guest lists, venue counts/guarantees, attendance, make-ups, and Zoom participation capture) with Sergeant-At-Arms. Post-meeting updates to guest/attendance records. Manage badges/barcodes; prepare induction packets; enroll new members on MyRotary and the club website; order red/blue badges and pins. Maintaining Foundation recognition levels for members and processing awards. Work closely with the Sergeant at Arms to coordinate all meeting arrangements.

### 4) Rotary International, District & Compliance Interfaces

Keep officer roles current in MyRotary; maintain all attendance records; ensure accuracy of membership for RI billing (January/July). Support annual state corporate registration and coordinate with Treasurer on RI/district dues and returns.

### 5) Communications & Records

Work with Rotary Club committee members to arrange weekly club newsletter, press releases, website and calendar updates in coordination with the admin/communications committee; maintain club archives and historical records on Google Drive. Attend all Rotary Club weekly meetings and take photos for use on various media platforms. Keep the club online calendar and website pages updated with all activities and membership changes.

### 6) Foundation Gala Donations

Utilize Greater Giving donation software platform to manage all donations and sponsorships for the Club's annual fundraiser, facilitating online bidding database management, collection of payments, communication of tax receipts to all donors and tracking of all Rotarian donations for inclusion in Rotary tracking software.

## Qualifications

Required: Basic technology experience with Microsoft Office and Google applications, strong bookkeeping skills (double-entry, reconciliations, invoicing/AR) and familiarity with social media platforms.

Preferred: Experience with QuickBooks, Greater Giving, District 6900 Team Forte, MyRotary.org, DACdb and other Rotary club management software.

## Location & Work Model

The job is remote with the expectation that you will attend periodic Buckhead Rotary scheduled meetings and all Board Meetings.



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## Compensation

You will work between 20-25 hours per week at an hourly rate of \$30-\$38 based on experience and familiarity with necessary systems.

## About the Rotary Club of Buckhead

The Rotary Club of Buckhead, founded in 1951, is one of the largest civic clubs in Atlanta. It is made up of local business and professional leaders united to provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world. We continue to play a key role in the Buckhead community by supporting several charities including Lifeline, the Shepherd Center and the Boyce L. Ansley School, as well as the Atlanta Fire Department, Atlanta Police Department, Girl Scouts and Scouting America.

## Contact Information

If you are interested in learning more about this position, please contact Jeff Clark, [jeffclark@buckheadrotary.org](mailto:jeffclark@buckheadrotary.org), 404.697.1644.