

# JOB DESCRIPTION



## Operations and Grants Administrator

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### REPORT

The Operations and Grants Administrator will report to the President, and will work under the direction of the President and the Director of Supporting Organizations and Donors Services; however, this position will also provide support to the rest of the Foundation staff when necessary.

### WORK SCHEDULE

Full-time with occasional evening or weekend work required

### JOB SUMMARY

Position will provide administrative assistance to the President and other staff, is responsible for efficient office operations, and will directly support the Foundation's grants and scholarship administration. This includes data management and reporting related to grantmaking, gifts, and fund tracking.

### OPERATIONS AND ADMINISTRATIVE ASSISTANCE

- Provide administrative support to the President, including coordinating the President's schedule and calendar
- Handle all incoming and outgoing correspondences such as mail, email and faxes
- Assist with the production of materials and logistics for quarterly Board and committee meetings
- Manage gift processing and acknowledgments
- Maintain donor and grant databases, and assist with processing and data entry for new funds
- Make preparations for and receive visitors to the Foundation
- Manage the Foundation conference room calendar
- Prepare conference rooms for meetings and handle breakdown and cleanup after meetings
- Maintain reception area, conference rooms, supply room; take lead responsibility for kitchen
- Oversee the maintenance and troubleshoot issues with office equipment; orient new staff on equipment usage
- Coordinate food ordering, pickup/delivery for meetings and events
- Act as contact person for Foundation-wide events, as requested
- Provide other support as needed to the President, other staff and the Board of Directors

### GRANT AND SCHOLARSHIP ADMINISTRATION

- Develop and maintain positive relationships with donors, volunteers, and representatives of the Community Foundation and its affiliated foundations
- Assist in the management of all administrative aspects of grantmaking and scholarships for the organization, including tasks related to compliance, generating grant documents, and mailing grant agreements and grant checks
- Answer routine inquiries about the Foundation's grantmaking programs and priorities, including guidelines and proposal review process
- Organize and maintain electronic and paper files of grant documents and resources
- Assist with data entry and coding in grants and scholarship databases

- Produce reports including grant activity reports, payout reports, and others as needed
- Work to enhance and improve grant and scholarship management processes and increase efficiencies

#### OTHER FUNCTIONS AND RESPONSIBILITIES

- Participate in staff team, committee, and/or board meetings as requested
- Participate in and contribute to the Foundation's learning and efforts around diversity, equity, and inclusion
- Other duties as assigned

#### PROFESSIONAL CHARACTERISTICS AND QUALIFICATIONS

- One (1) year of work experience and a strong interest in providing high quality administrative support to a professional team
- Associate's or bachelor's degree preferred, but not required;
- Advanced user of MS Office, and comfortable learning new systems and web-based applications
- Use of office systems and related equipment
- Experience and comfort working with numbers
- Impeccable attention to detail
- Strong document management skills
- Excellent interpersonal skills
- Ability to work well independently and with a team
- Excellent time management skills, aptitude for proper task prioritization, and results-oriented work process
- Ability to handle sensitive matters with tact and discretion
- Professional demeanor, integrity, and good judgment
- Dependability
- Experience with non-profit organizations and familiarity with the Mahoning Valley preferred, but not required

#### WORKING CONDITIONS

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, applicant inquires, and peak workload periods. Position will require attending a weekly staff meeting, and daily collaboration. The position requires a schedule of work of 40 hours per week including evening meetings, as needed.

#### COMPENSATION AND BENEFITS

Annual compensation range for this position is \$35,000-\$45,000, dependent on qualifications, experience and work hours.

CFMV's benefits package includes health, dental, and vision insurance; vacation leave; personal time; nine paid holidays per year; Simple Retirement Plan with employer contribution match.