



WWW.CFSJC.ORG • (574) 232-0041 • 205 W. JEFFERSON BLVD., SUITE 610 • SOUTH BEND, IN 46601

## PROGRAM ASSOCIATE JOB ANNOUNCEMENT

The Community Foundation is a charitable endowment dedicated to improving quality of life for the people of St. Joseph County, Indiana. Thanks to the generosity of many caring people, our assets have grown to over \$250 million, ranking us in the top 100 community foundations nationally.

The Foundation has spearheaded a wide range of key initiatives to strengthen our community including Give Local St. Joseph County, ArtsEverywhere, the African American Community Fund, the Early Years Count Education Initiative, the Leighton Award for Nonprofit Excellence, Senior Living Initiative, and Dolly Parton's Imagination Library.

The Community Foundation of St. Joseph County is playing a pivotal role in the major renovation and expansion of the St. Joseph County Public Library in downtown South Bend. The Foundation looks forward to relocating our offices to the third floor of the library's new Community Learning Center in fall 2021. We are seeking to expand our staff with a talented new person who shares our passion to make life better for the people of St. Joseph County. More information is available at [www.cfsjc.org](http://www.cfsjc.org).

The Community Foundation is seeking talented, mission-driven individuals who want to help connect people who care with causes that matter through excellent donor service and nonprofit support.

### **JOB PROFILE:**

The Community Foundation of St. Joseph County is seeking a full-time (40 hours a week) Program Associate to assist with Foundation initiative work and support the Vice President, Program and Program Team with all aspects of grant & scholarship management including but not limited to the following detailed responsibilities:

- Application intake, ensuring compliance with guidelines
- Monitor grants and scholarships, including budgets. Create grant agreements, award and decline communications, and related correspondence with recipients
- Support management of the scholarship programs, including processing applications, processing student bills and awards, remitting payments to educational institutions and communicating with students, high schools and college financial aid offices
- Communicate with committees, donor representatives and award recipients as needed
- Maintain exceptional grant and student records, files, and historical summaries
- Correspond with committees and donor representatives as needed
- Review grantee financial reports for due diligence purposes
- Assist Vice President, Communications with grant and program-related communications
- Master the Foundation's database program for grants and scholarship management



WWW.CFSJC.ORG • (574) 232-0041 • 205 W. JEFFERSON BLVD., SUITE 610 • SOUTH BEND, IN 46601

- Back up Administrative Associate when needed for front desk reception and phone coverage
- Other program-related duties associated with the Foundation's initiative work

### **CANDIDATE PROFILE:**

- Bachelor's degree required
- Two or more years of relevant work experience preferred
- Highest ethical standards, requiring honesty, integrity, respect and confidentiality
- Strong computer skills, especially Microsoft Office products. Willingness to become proficient with database software specifically designed for foundations
- Excellent organizational and administrative skills as well as time management and project management
- Excellent written and verbal communication skills for substantial public contact with a diverse array of both youth and adults
- Excellent interpersonal skills with strong customer service attitude
- Commitment to high quality work, continuous improvement, and accountability
- High level of self-motivation and at ease working independently when necessary
- Organized, with exceptional attention to detail, and strong follow-through skills
- Some accounting knowledge a plus
- Ability to work flexible hours when occasionally required

### **SALARY AND BENEFITS:**

Starting salary \$40,000+, commensurate with experience. Benefits include medical, generous retirement, ten paid holidays, vacation and sick days.

E-mail cover letter, resume, and references as attachments to [info@cfsjc.org](mailto:info@cfsjc.org), mail to: HR Dept, Community Foundation of St. Joseph County, Inc., P.O. Box 837, South Bend, IN 46624-0837; or fax to: (574) 233-1906. E.O.E.