



Job Announcement: Administrative Associate

The Community Foundation is a charitable endowment dedicated to improving quality of life for the people of St. Joseph County. We are located in downtown South Bend.

The Community Foundation works to connect people who care with causes that matter. Thanks to the generosity of people, our assets have grown to over \$265 million, ranking in the top 100 community foundations nationally. We have returned over \$190 million to our community in the form of grants. We manage over 500 individual family funds (donor-advised), field of interest funds, scholarships, and organizational funds to benefit scores of local charities such as the South Bend Symphony, the Center for the Homeless, Boys and Girls Clubs, LOGAN, and many more.

The Community Foundation also makes a difference through key leadership initiatives which include the ArtsEverywhere initiative, the Early Years Count Education Initiative, the Senior Living Initiative, the African American Community Fund, the Leighton Award for Nonprofit Excellence, Dolly Parton's Imagination Library and the 21st Century Scholar Success Initiative. Interested candidates are encouraged to learn more at 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 (typically 38 hours per week) Administrative Associate to provide administrative support to all departments, be the main contact for the Imagination Library book program, and to ensure that the office operations of the Foundation are managed in a professional, efficient, and timely manner.

DUTIES AND RESPONSIBILITIES:

- Maintain the Dolly Parton Imagination Library book program, including adding new children, processing address changes, generating monthly reports.
- Process gifts, which includes data entry, prepare acknowledgement letters, copy checks, prepare, and make the deposit.
- Process fund agreements, which includes approval routing, mailing, and filing.
- Maintain donor and fund information in the Foundation Information Management System (FIMS).
- Maintain accurate and updated mailing lists of all constituents.
- Provide administrative support to the staff, including grants & scholarships data entry, scheduling committee meetings as well as processing outgoing correspondence.
- Manage the Foundation's calendar, using Microsoft Outlook.
- Plan meetings of the full board and all committees; includes scheduling and preparing rooms, sending reminders, preparing materials, etc.
- Take minutes at the Board of Directors, Executive Committee, and various grants committee meetings.
- Maintain committee and initiatives records.
- Maintain accurate board records and communicate regularly with board members.
- Provide research and generate reports as needed.

- Greet clients and visitors. Answer phone calls. Respond to inquiries.
- Receive and distribute general e-mail messages.
- Pick up mail daily. Sort and distribute mail to staff.
- Manage office operations; includes upkeep of paper, stationary, postage and office supplies, as well as provide oversight of equipment maintenance.
- Maintain all office files in an orderly fashion; includes maintenance of materials in the safe deposit box.
- Other duties as assigned related to the daily operations and management of Foundation activities.

CANDIDATE PROFILE:

- At least 2 years of relevant work experience providing administrative support.
- Associate's degree preferred. Bachelor's degree a plus.
- Excellent administrative and organizational skills
- Reliable accuracy and attention to detail.
- Bookkeeping/accounting experience a plus.
- Advanced organizational, time and project management skills.
- Ability to exercise independent judgment and to accept supervision.
- Ability to manage multiple tasks and changing priorities.
- Excellent verbal and written communication.
- Excellent interpersonal skills with strong customer service attitude.
- Proficient English usage, grammar, spelling, and style sufficient for proofreading material.
- Proficiency in MS Office (specifically Word/Excel).
- Database experience a plus.
- Discretion in handling confidential materials.
- Ability to occasionally work flexible hours when required.

SALARY AND BENEFITS:

Salary range: \$40,000 to \$50,000 (commensurate with experience). Benefits include medical, generous retirement, vacation, and sick days, ten paid holidays.

HOW TO APPLY:

E-mail cover letter, resume, and references as attachments to info@cfsjc.org or mail to: HR Dept, Community Foundation of St. Joseph County, Inc., PO Box 837, South Bend, IN 46624. E.O.E.