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 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.

Helping people achieve better lives through education is at the heart of much of what we do. Most recently, the Foundation launched the 21st Century Scholar Success Initiative, a partnership designed to help hundreds of local students achieve good careers by attaining a college degree. We are seeking to expand our staff with talented new people who share our passion to make life better for the people of St. Joseph County. More information is available at www.cfsjc.org.

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, scholarship and grant management. This position will primarily support education-related work but may be asked to assist with grant activities and other programming functions as needed. Looking for a great team oriented individual, the Program Associate’s responsibilities include, but are not limited to the following:

- Scholarship application intake, ensuring compliance with guidelines
- Monitors scholarships, including budgets and works in our online system to assist with scholarship award, decline and recipient communication workflows
- Assists with grant intake, processing and other grant related work as needed.
- Support management of 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
- Assist with 21st Century Scholar Initiative; support and communication with Fellows, student programs, and event planning details
- Develop and send various scholarship communications to diverse audiences while working with other team members to maintain communication
• Work with scholarship team to administer summer internship program for scholarship recipients, including information gathering from area nonprofit organizations
• Master the Foundation’s database program for grants and scholarship management
• 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, event planning, and project management
• Excellent written and verbal communication skills for substantial public contact with a diverse array of both youth and adults
• Experience or interest in developing student programming and internship outcomes
• 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 $46,000, 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, mail to: HR Dept, Community Foundation of St. Joseph County, Inc., P.O. Box 837, South Bend, IN 46624-0837. E.O.E.