



## THE FOUNDATION

The Community Foundation of Elkhart County is dedicated to transforming Elkhart County by bringing stakeholders together to tackle issues of concern in the community. Since its founding in 1989, the Community Foundation has helped hundreds of people create personal, permanent and powerful legacies by establishing custom, charitable funds. In its history, the Community Foundation has awarded more than \$120 million in grants and scholarships and is now steward to more than \$350 million in charitable assets. Aided by Community Foundation expertise, fundholders have fostered the arts, awarded scholarships, championed community vibrancy, helped children learn to read, provided food for the hungry and shelter for the homeless. As community partners, they have made Elkhart County a better place to live.

The Community Foundation works together with its fundholders and community partners to leverage collective knowledge, creativity, and resources for a greater impact than any one of them could make alone. By connecting philanthropy with community needs and opportunities, the Community Foundation works to improve the quality of life in Elkhart County by inspiring generosity.

For more information on The Community Foundation of Elkhart County, please visit [www.InspiringGood.org](http://www.InspiringGood.org).

## POSITION DESCRIPTION

The Advancement Administrative Assistant is an integral member of the Community Foundation's Advancement team, and in many instances, the first line of communication with key constituents. This professional serves as the backbone of the operation by overseeing all administrative processes in place to manage relationships, internally and externally. Additionally, the Advancement Administrative Assistant will serve as the Foundation's first line of hospitality to all guests. He or she must be highly detail-oriented and work to ensure the delivery of impeccable donor services.

Reports to the Chief Advancement Officer.

## DUTIES & RESPONSIBILITIES

### Administrative Support

- Serve as the first line of hospitality to Foundation constituents, including answering phones and greeting guests
- Regularly manage updates to constituent database and constant contact mailing lists to ensure all contacts are properly moved through the development process and coded appropriately.
- Manage the process of opening and closing new donor funds. Send welcome letters to new fundholders and assist with their initial online registration.
- Provide support to constituents regarding online accounts and draft grant recommendations for fundholders when needed
- Manage gift acknowledgment process and produce donor letters on a weekly basis.
- Work closely with the Finance department on incoming gift processes.
- Troubleshoot issues related to the Foundation's online Donor Portal, e.g., reset logins and passwords.
- Achieve proficiency in Community Foundation software for advancement functions.
- Provide outstanding customer service to internal and external audiences.
- Assist with special events planning, preparation and execution and processing of online RSVPs.
- Assist the Advancement department with the following duties: scheduling meetings, calendar and contacts maintenance, meeting preparation and follow-up, among additional responsibilities.
- Process check requests for department expenses.
- Stay up to date on philanthropy and community issues.
- Manage special projects as assigned.



POSITION REQUIREMENTS

*Experience, Abilities & Skills*

- Bachelors degree preferred with a minimum of 1-3 years of experience in an area related to office administrative support, development, project management, or event coordination. Prior nonprofit work experience is a plus.
- Highly motivated, action-oriented self-starter with strong organizational skills, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problems solve.
- Excellent customer service abilities.
- Excellent reading, writing and grammar skills. Both written and verbal.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases and internet research.
- Demonstrated team player with strong collaboration abilities.
- Capable of working independently, with the ability to take initiative and be part of a team.
- Ability to multitask in a fast-paced, deadline-driven environment
- Good writing, editing and proofreading skills
- Ability to organize and coordinate multiple projects simultaneously
- Sense of humor, creativity and an appreciation of the role of philanthropy in building community.
- High level of integrity, professional maturity and sound judgment.
- Knowledge of telephone and electronic mail protocol.
- Flexibility in schedule required.

This list of essential responsibilities and requirements is not intended to be exhaustive. The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.

SPECIFICS

- Status: Full-Time, Hourly
- Salary: Compensation commensurate with experience and qualifications.
- Please submit your resume to [Info@InspiringGood.org](mailto:Info@InspiringGood.org)