



Program Assistant 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 in the community, our assets have grown to over \$180 million, ranking us in the top 100 community foundations nationally. We have returned over \$115 million to the community in the form of grants and 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, and LOGAN, just to name a few.

The Foundation has spearheaded several key initiatives aimed at strengthening different facets of 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 most recently Dolly Parton's Imagination Library. More information is available at www.cfsjc.org.

Job Profile:

The Foundation is seeking a Program Assistant to support the Program Director and Program Officers 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 Communication Director with grant and program-related communications.
- Master the Foundation's database program for grants and scholarship management.
- Back up Administrative Assistant 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.
- Strong computer skills, especially Microsoft Office products. Willingness to become proficient with database software specifically designed for foundations.

- Excellent written and verbal communication skills for substantial public contact with both youth and adults.
- 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.

Salary Range and Benefits:

\$38,000-\$40,000 (commensurate with experience). Benefits include medical, generous retirement, nine paid holidays, vacation and sick days.

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., P.O. Box 837,
South Bend, IN 46624. E.O.E.