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## PROGRAM ASSOCIATE JOB ANNOUNCEMENT

The Community Foundation of St. Joseph County 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've returned over \$115 million to the community in the form of grants and manage over 500 individual donor-advised fund, field of interest funds, scholarships, and organizational funds to benefit dozens of local charities, including the South Bend Symphony, the Center for the Homeless, LOGAN, REAL Services, and many more.

Also, the Community Foundation is making a difference in our community through several key leadership initiatives. They include the Early Years Count Education initiative, the Senior Living initiative, and the ArtsEverywhere initiative, as well as the Leighton Award for Nonprofit Excellence, the African American Community Fund, Give Local St. Joseph County 24-hour giving day events, and, most recently, Dolly Parton's Imagination Library. More information about the Community Foundation 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 Communications 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



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- 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:**

\$38,000-\$45,000 (commensurate with experience). Benefits include medical, generous retirement, nine 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.