

JOB TITLE: Foundation Assistant		UPDATED ON: 5.19.2017
LOCATION: 615 F Oak Street, Suite 1300 Gainesville, GA 30501	EMPLOYMENT STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	REPORTS TO: Michelle Prater, President & CEO
DIRECT REPORTS: N/A		SHIFT : Regular: Part-time (20-25 hours per week)
WORK RELATIONSHIPS (positions the incumbent interfaces with on a regular basis) President & CEO, VP of Finance, Director of Grants & Community Partnerships, Director of Donor Engagement, Board of Directors, Various Board Committees, external current and potential clients		PREPARED BY: Michelle Prater
PURPOSE (Why does this position exist?) The Program Associate's primary responsibilities are to support the work of the President & CEO as well as the VP of Finance. Other key responsibilities include answering the telephone and greeting guests in a welcoming manner and provide assistance to other team members as needed.		
ESSENTIAL DUTIES (What do you have to be able to do to achieve the desired results of your job?)		
<p>Donor Services</p> <ul style="list-style-type: none"> • Provide high-level of client service to our donors and non-profit partners • Provide support to fund advisors regarding community needs and foundation policies and procedures <p>Administrative Responsibilities:</p> <ul style="list-style-type: none"> • Prepare reports for CEO/President, Director of Donor Relations, committee and board meetings • Manage donor paper and electronic file systems to ensure accurate records • Manage donor mailings and other correspondence • Maintain centralized policies and procedures documents, updating as directed by the President/CEO • Manage President & CEO's calendar and appointments <p>Financial Responsibilities:</p> <ul style="list-style-type: none"> • Provide support in entering gifts, distributing fund statements and other financial responsibilities • Manage Fiscal Sponsorship documentation and processes • Assist with account reconciliations on a monthly basis <p>Operational Responsibilities:</p> <ul style="list-style-type: none"> • Welcome guests to the foundation office and answer and direct incoming telephone calls • Manage and maintain the phone system (i.e., trouble shooting, internal extension set-up and user training) • Manage the key log and key management process 		

- Serve as the back-up for the Director, Grants & Community Partnerships with building and maintenance management

Additional Responsibilities:

- During peak times, provide assistance to other team members in their areas, such as scholarships, grants, etc.
- Perform other duties as assigned by the President/CEO.

JOB SPECIFICATIONS (What is minimally required to perform the Essential Duties in terms of knowledge, skills and abilities?)

Qualifications:

- 3-5 years of administrative work required
- College degree or equivalent related experience preferred
- Understanding of financial processes required
- Previous financial work preferred
- Ability to manage multiple tasks simultaneously
- Positive attitude
- Detail-oriented and organized
- Team-oriented
- Works independently and self-motivated
- Excellent written and oral communication skills
- Proficient in Microsoft Office and Outlook

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job. This job description supersedes all descriptions previously written for the same position.

I have reviewed and determined that this job description accurately reflects the position.

Employee's Signature

Date

Supervisor's Signature

Date

To apply for this position, please email your cover letter and resume to mprater@ngcf.org. No phone calls please. The application deadline is June 15, 2017.