

JOB TITLE: Executive and Grants Assistant		UPDATED ON: 12.17.2018
LOCATION: 615 F Oak Street, Suite 1300 Gainesville, GA 30501	REPORTS TO: Michelle Prater, President & CEO	
WORK RELATIONSHIPS (positions the incumbent interfaces with on a regular basis) President & CEO, Director of Grants & Community Partnerships, VP of Finance, VP of Marketing & Development, Board of Directors, Various Board Committees, external current and potential clients		
PURPOSE The primary responsibilities are to support the work of the President & CEO as well as support the Foundation's grant-making and community grant programs, nonprofit engagement, and maintain strong relationships with the Foundation's fund holders and grantees.		
ESSENTIAL DUTIES (What do you have to be able to do to achieve the desired results of your job?)		
<p><b>Donor Services:</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain strong relationships with the Community Foundation's individual fund holders and their families and nonprofit fund-holders.</li> <li>• Provide high-level of client service to our donors and non-profit partners</li> </ul> <p><b>Administrative Responsibilities for President &amp; CEO:</b></p> <ul style="list-style-type: none"> <li>• Serve as the liaison for the President &amp; CEO to our donors and community and provide support to her work</li> <li>• Manage President &amp; CEO's calendar and appointments</li> <li>• Prepare reports for CEO/President</li> <li>• Manage donor paper file systems to ensure accurate record keeping</li> <li>• Oversee donor correspondence such as birthdays, special events, etc.</li> </ul> <p><b>Nonprofit Partner Engagement:</b></p> <ul style="list-style-type: none"> <li>• Provide support to the Director, Grants &amp; Community Partnerships in developing and overseeing nonprofit training offered through the Community Foundation</li> </ul> <p><b>Community Impact Grants:</b></p> <ul style="list-style-type: none"> <li>• Assist the Director, Grants &amp; Community Partnerships in organizing and supporting the community impact grant process in its entirety</li> <li>• Assist the Director, Grants &amp; Community Partnerships in the grant follow-up process, ensuring the completion and receipt of all required reports and inspections and managing the documentation to ensure effective community impact</li> <li>• Manage the tracking of grants in communities and the level of impact</li> <li>• Manage the documentation flow of applicants, selected organizations and denials</li> </ul> <p><b>Operational Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Manage and maintain the phone system (i.e., trouble shooting, internal extension set-up and user training)</li> <li>• Process outgoing mail and distribute incoming mail and faxes to the appropriate recipient</li> <li>• Monitor office supplies and equipment inventories and manage the replenishment appropriately</li> <li>• Serve as the back-up for the Director, Grants &amp; Community Partnerships with building and maintenance management</li> <li>• Serve as support to the Director, Grants &amp; Community Partnerships in processing donor grants</li> <li>• Manage the key log and key management process</li> <li>• Develop and maintain the records retention and destruction system</li> </ul>		

- Develop strong knowledge and understanding of Grant Edge (GE) software and serve as resource to other staff members in use of the software

**Board Responsibilities:**

- Prepare board packets and upload all necessary documentation to board portal in a timely manner
- Organize annual board orientation, including creating/updating board manual
- Responsible for publicizing, organizing, ordering food and setting up all meetings of the Board and/or various committees
- Maintain attendance, biographical and contact information and term records for the Board
- Maintain calendar of due dates for reports and required board actions
- Be responsible for the security of confidential information within the foundation
- Maintain the Board Code of Ethics documents
- Manage board giving program
- Prepare and disseminate meeting minutes and background materials in a timely manner
- Maintain and communicate meeting schedules and notices to appropriate parties and assist with the coordination of committee meetings and Foundation activities

**Additional Responsibilities:**

- Perform other duties as assigned by the President/CEO or Director of Grants & Community Partnerships

**JOB SPECIFICATIONS**

**Qualifications:**

- Undergraduate degree required or equivalent experience
- 2-3 years of experience in supporting the work of a non-profit or business, executive assistant experience a plus
- Intermediate knowledge of Excel a requirement
- A forward thinker, who is proactive and able to think outside the box while being very detail-oriented and organized
- Ability to plan strategically, set priorities, multi-task, and communicate effectively
- Ability to analyze numbers for discovery and planning purposes & maintain donor records.
- Strong teambuilding and partnership skills
- Strong communication & interpersonal skills
- Use of personal vehicle required

**Skills and Abilities Requirements:**

- Ability to strategically plan and organize
- Proven ability to interact favorably with constituents and team
- Skills in database software management desired; knowledge of Word, Outlook required, knowledge of Grants Edge a plus

*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.*