



Rochester Area Community Foundation Job Description

POSITION: Program Administrator

REPORTS TO: Vice President, Community Programs

POSITION SUMMARY

The Community Foundation seeks an administrative professional to

1. coordinate and implement the administrative processes related to competitive grantmaking;
2. provide technical support to grant applicants;
3. support the Vice President of Community Programs; and
4. provide administrative support for the work of the department.

The Program Administrator supports the department's operations, provides general office management, identifies and implements process improvements for more efficient operations, and serves on the Community Foundation's reception team.

This position requires exceptionally strong organizational and administrative skills and meticulous attention to detail, along with advanced communication and relationship building skills.

KEY RESPONSIBILITIES

Grantmaking

- Respond to grant inquiries received through grants email
- Update grant information on Community Foundation website
- Prepare correspondence to grantees and applicants

Technical Support

- Field technical inquiries about online applications from grant applicants

Meeting Support and Event Coordination

- Assist with meetings planned by Community Programs. May include setup/cleanup, ordering food, preparing coffee, setting up A-V equipment, virtual meeting support, and preparing handouts.

Communications and Resource Support

- Field grant inquiries and provide necessary follow-up, directing substantive questions to appropriate program and/or donor staff
- Respond to basic requests for information about Community Programs Department activities and staff schedules
- Assist VP of Community Programs with follow-up on requests for information and resources



Support of Vice President of Community Programs

In addition to the departmental responsibilities outlined above:

- Coordinate scheduling of groups, committees, and community partners
- Manage VP's calendar (including routine scheduling and calendar maintenance)
- Assist with routine messages received by VP, including responding to requests for general information and directing calls to appropriate Foundation staff
- Support miscellaneous Foundation-level administrative assignments of VP, such as managing recruitment/reservations for tables at external events.

JOB QUALIFICATIONS

Education/Training

- Bachelor's degree preferred; Associate degree with relevant skills and experience considered

Skills/Experience

- Exemplary organizational skills and meticulous attention to detail
- Proficiency with Microsoft Office products and database management
- Outstanding oral and written communication skills
- Ability to develop skills to provide administrative support in a busy environment
- Ability to develop skills in project management and event planning

Attributes

- Ability to efficiently and successfully prioritize and handle multiple tasks
- Ability to develop expertise with Foundation technology
- Passionate commitment to excellence and accuracy
- Strong customer-service orientation
- Comfortable working with people from all backgrounds
- Self-starter and self-reliant but able to consult with others
- Flexibility; integrity; discretion; team player

COMPENSATION

Competitive, based on recent compensation survey, with standard Community Foundation benefits.
Approximate starting range: \$42,000 - \$50,000

Please submit cover letter and resume on or before July 13, 2022, to:

RACF-ProgramAdmin@racf.org

No phone calls, please.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Rochester Area Community Foundation is an Equal Opportunity Employer