



**COMMUNITY FOUNDATION OF ORANGE COUNTY, INC.
d/b/a COMMUNITY FOUNDATION OF ORANGE AND SULLIVAN
JOB DESCRIPTION**

JOB TITLE: Program/Finance Assistant

GENERAL DESCRIPTION:

The Program/Finance Assistant is responsible for the support of the activities listed below, and other duties as required or requested by the Finance Manager and President and CEO.

This individual will report to the Finance Manager. The Program/Finance Assistant is a permanent, non-exempt position. This individual will be responsible for assisting with projects and programs as related to the Community Foundation. This community minded individual will be an experienced professional who has the sensitivity for maintaining lasting relationships with donors, non-profit organizations, volunteers, friends of the Foundation, and staff toward the ultimate goals of the Community Foundation of Orange of Sullivan.

Program/Finance Assistant will promote the mission, core values and vision statement of the Community Foundation of Orange and Sullivan. A review of this job description has excluded the marginal functions of the position. However, employees will be asked to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

MAJOR RESPONSIBILITIES AND DUTIES:

Coordinates all components of the grants process under the direction of the Finance Manager.

Processes correspondence for grants. Presents paperwork to Finance Manager for check processing.

Maintains and provides specific information and reports needed for the annual report, annual audit, and National Standards certification.

Coordinates and manages scholarship process with the Communications Associate. Activities may include contacting high school counselors to announce upcoming scholarships, connecting with fund representatives and or advisory committees regarding recommended recipients, and coordination of awards ceremonies that require a Foundation presence. Presents completed scholarship award paperwork to Finance Manager for check processing.

Assists the Finance Manager with posting of deposits and maintains FIMS (Foundation Information Management Systems) records pertaining to donors and committee members. **Serves as back-up to the Finance Manager in this responsibility.**

In accordance with audit oversight, and when appropriate, shares responsibility for opening and processing of the daily mail.

Provides additional clerical assistance to the staff, board and committees as designated.

Maintains confidentiality and security of donors/donations, except as contained in annual report.
Exhibits skill and care in handling donations.

Assists with CFOS events and meetings.

Other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

Minimum of four years of education and/or experience in a similar or related field.

Strong communication skills, both written and verbal, and excellent spelling, grammar, and punctuation

Exhibit sound judgment with the highest ethical standards

Computer skills (Microsoft Office Suite [high volume in Excel, Word and Outlook], Adobe PDF, Constant Contact, etc.)

Willingness to learn FIMS and other programs related to the operations of the Community Foundation

Experience preparing factual material and proof reading

Knowledge of the school districts and nonprofit community in Orange and Sullivan counties preferred.

A valid driver's license and use of a personal vehicle is required