

The Community Foundation for the Alleghenies manages more than \$62 million in community assets that have been entrusted to us through funds established by individuals, families, corporations, and other entities. In 2014, we awarded more than \$3 million in grants to a wide range of nonprofit organizations, including those dedicated to community and economic development, health and human services, education, the environment, heritage and recreation, and other causes. We also awarded an additional \$775,000 in college scholarships to local students. The grants and scholarships represent the interest earned on the funds established by our donors, as well as other contributions that were made to the Community Foundation.

We seek a Development Associate to assist with the administration of our grants and scholarship programs. As a new position, the DA will also become fully immersed in Foundation activity to learn the role of development, engaging donors as appropriate and eventually advancing the Foundation donor base.

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### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

#### Grant Administration

*Major Grants Program (committee review of 100+ grants every Fall and Spring)*

- Help manage the online grant application database, including importing data from an online grant administration program (SmarterSelect) into the CFA database software program (FIMS) and verifying a variety of applicant information (such as IRS exemption)
- Work with Program and Communications Officer to prepare grant committee meeting materials and manage the committee meeting logistics
- Prepare and distribute grant award information using FIMS data, including merged award letters, grant agreements, check disbursements and final grant reports
- Provide extensive administrative support to Program and Communications Officer during grant process; includes running various reports from FIMS, obtaining additional info from grant applicants to clarify things, and preparing template media materials
- Track receipt of all final grant reports, including reminders to grantees, and summarize outcomes discussed in grant reports

*Donor Requested (weekly requests from donors to process a donation)*

- Data entry into FIMS to prepare and track weekly check disbursements
- Prepare and distribute merged letters to accompany the checks
- Track receipt of final grant reports for grants of \$1,000 or more

#### Scholarship Administration

- Build and strengthen relationships with high school guidance offices and administrators to promote the availability of college scholarship funds administered by the CFA
- Educate area high schools on the mandatory use of the Smarter Select online scholarship program
- Work with area high schools to confirm scholarship recipients and prepare template materials for scholarship awards nights (i.e., confirming award and pay-out process, honorary certificate)

- Manage a June event or other project to recognize individuals/families that have established the scholarships, as well as the graduating seniors who are receiving the scholarships
- Manage the database that includes scholarship recipient information, including importing data from SmarterSelect into FIMS
- Prepare and distribute merged letters and scholarship checks to colleges via FIMS export; work with colleges as needed to confirm receipt of scholarship checks or confirm student enrollment
- Work with the Pennsylvania Higher Education Assistance Agency on its scholarship match program
- Communicate with donors as appropriate to update them on students who received scholarships

#### Development Support and Foundation-wide Responsibilities

- Advance and represent the interests and mission of CFA at all times
- Work with Donor Services Officer to learn the role of development in CFA activities
- Work toward advancing CFA donor base by assisting Donor Services Officer with the cultivation and development of prospective donors, wealth advisors and other supporters, and engaging them as appropriate
- Event planning to support donor activities and CFA mission
- Manage specific fund activities, as required

#### Candidate Qualities

- Excellent written and verbal communication skills
- Strong customer service orientation
- Ability to plan workflow (coordinating multiple projects simultaneously), prioritize, and meet deadlines
- Attention to detail and follow-through
- Ability to take initiative, think creatively, be open to change, be collegial and work collaboratively
- Proficiency in MS Office software applications, particularly Word, Excel, and PowerPoint, as well as the ability to learn FIMS, WordPress, MailChimp, and online donation (classy.org) and application (smarterselect.org) systems

#### Position Specifics

- Full-time, some evening hours related to occasional events, some flexibility
- Bachelor degree strongly preferred
- 3+ years of professional experience
- Potential for additional activities and position flexibility based on candidate skill set

To apply, please submit cover letter and resume to Brenda Chapple-Fulton at [bchapplefulton@cfalleghenies.org](mailto:bchapplefulton@cfalleghenies.org).

Community Foundation for the Alleghenies  
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