

Cumberland County Campus Educational Foundation Job Description

Job Title: Assistant to the Executive Director of the Foundation
Department: Foundation
Reports To: Director of Foundation
Exempt\Nonexempt: Non-Exempt
Prepared By: Executive Director of CCCEF
Prepared Date: November 2022
Approved By: Foundation Board of Directors
Starting Salary Range: \$45,000 - \$55,000

Summary: The Assistant to the Executive Director of Foundation, supports the Foundation's mission and strategic initiatives and, under the direction of the Executive Director of Foundation performs a variety of technical, programmatic, administrative, advanced clerical, financial and routine staff and analytical duties to assist in planning, organizing, and implementing fundraising activities for the Foundation; provides support for producing publications and public relations material; cultivates community-wide support for the Foundation and its fundraising activities; and maintains stewardship activities and strategies for the Foundation. Process Board resolutions and various other confidential correspondence in a timely and accurate manner for the Foundation Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

This person is responsible to monitor and manage the Foundation accounting functions, including, but not limited to: the processing of foundation receipts and disbursements, deposits, accounts payable, journal entries, bank reconciliations, investments, monthly reconciliations of receivables and payables and reports.

Prepare scholarship announcements, eligibility letters and awards notifications. Assist students and high school contacts with scholarship inquiries.

Perform a variety of duties in support of planning, organizing and implementing annual fund campaigns among employees, Foundation Board, committee members, students, business partners.

Establish and maintain Foundation database for recordkeeping and reporting and ensure accuracy and confidentiality of database.

Provide support to the Foundation Board, committees and other groups as assigned; prepare and distribute agendas and pertinent information/reports prior to meetings; attend meetings to take minutes and follow-up as needed.

Coordinate content for the Foundation social media accounts to engage new and existing donors.

Assist with the coordination of logistics for special events on and off-campus.

Attend events on and off-campus, including during the weekends and evenings.

Transport Foundation materials and items to and/or from banks, business locations, volunteer's homes and vendors.

Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and function in a high volume office while maintaining a high level of concentration and composure and deal tactfully with students, staff and the general public. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must a self-starter, innovator with an entrepreneurial orientation. High levels of energy and enthusiasm for the foundation mission required. Must have a can-do attitude, an outcomes and high performance orientation, ability to meet deadlines and exceed expectations, as well as a willingness to work until projects are completed.

TECHNOLOGY: Ability to: accurately type or word process at 60 to 70 wpm; utilize Microsoft Word, Excel and Power Point; effectively utilize various software programs; utilize the internet to complete research; and, utilize e-mail to effectively communicate and disburse important communications.

EDUCATION and/or EXPERIENCE: Bachelor's Degree required; minimum of five years progressively responsible experience in an Advancement/Business/ Fundraising/Marketing related field.

LANGUAGE SKILLS: Ability to: read and interpret documents such as technical/computer manuals, operations and maintenance instructions, and procedure manuals; write routine reports and correspondence; and, speak effectively before groups of students or employees.

MATHEMATICAL SKILLS: Basic accounting skills are required. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY: Ability to: solve practical problems; deal with a variety of concrete variables in situations where only limited standardization exists; and, interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.