



ANTRIM . BENZIE . GRAND TRAVERSE . KALKASKA . LEELANAU

Position: Program and Administrative Associate

Reports to: Vice President, Strategic Engagement and Programs

Position Description

The Program and Administrative Associate supports the program and grantmaking efforts of the Foundation, serves as the primary liaison for the Board of Directors and its related activities, and provides general administrative support for the organization. In the programs and grantmaking role, this position serves as a primary contact for individuals seeking grants or scholarships, coordinates communications with award recipients, and manages grantmaking process for a portfolio of field of interest and scholarship funds. This position also serves as the initial point of contact for grantees, donors, and others that are calling or visiting the Foundation. The Program and Administrative Associate reports to the Vice President of Strategic Engagement and Programs, works closely with the Program Officer, and will assist other staff as assigned.

Primary Responsibilities Include:

Programs and Grantmaking

- Serve as a primary point of contact for individuals and organizations seeking grants or scholarships, including coordinating announcement of application cycles
- Develop expertise with grantmaking and scholarship software systems, to ensure optimal experiences for users of the system
- Manage grant and scholarship process for identified portfolio of funds, including organizing grant review meetings, preparing agendas, application summaries, etc.
- Coordinate communications with awardees and non-awardees as part of the scholarship and fall grantmaking processes
- Coordinate grant evaluation efforts, including tracking and reviewing grantee reports and sharing examples of impact with other staff for potential inclusion in donor communications, marketing and PR, board meetings, etc.
- Review and process donor advised fund grant requests, including any needed due diligence or follow-up
- Coordinate processes for other grantmaking activities as needed, including for donor advised funds
- Provide general support for overall strategic engagement and program efforts, including Youth Advisory Council, scholarships, grantmaking, and others as needed

Administrative and Office Management

- Serve as primary point of contact on phone and for visitors

- Manage mail processes
- Manage portions of the website including updating documents and records, ensuring accuracy of information presented, regularly reviewing content, etc.
- Contribution to overall office operations, including providing general support and office management as needed
- Participate in database entry and management related to programs and grantmaking, as well as other areas as needed
- Support others activities, such as donor services and stewardship, communications, finance, and special projects as needed

Board Relations

- Primary contact for Board of Directors
- Provide support for Full Board and Executive Committee meetings, including coordinating meeting locations, ensuring timely preparation and delivery of meeting materials, sending meeting reminders and tracking meeting attendance, writing meeting minutes, etc.
- Provide support for Nominating and Governance Committee and its related activities, including Board Director Orientation meeting and materials, tracking committee assignments, etc.

Other Knowledge, Skills, and Job Requirements

- Ability to represent the Foundation within the community (including at events, meetings, etc.)
- Comfort with answering phones and greeting guests in a welcoming and professional manner
- Proficiency with Microsoft office applications
- Collaborative, flexible team player that is comfortable with independent work and is self-reliant
- Detail-oriented and committed to a high-level of quality
- Must have the ability to manage multiple tasks in an environment with short, sometimes changing, deadlines while maintaining close attention to detail
- Ability to generate creative ideas and implement them within the organization
- Excellent interpersonal skills and ability to effectively interact with all staff, Board of Directors, committees, grant seekers, outside professionals, and the community-at-large
- Knowledge about and passion for philanthropy and nonprofit organizations

Education, Experience, and Compensation

- A bachelor's degree is required, with at least 2 years of relevant experience
- This is a full-time position (37.5 hours/week) with benefits available; initial compensation is anticipated to be \$17/hour