



Program/Office Assistant

Job Description

Description of Position:

The Program Assistant is a salaried, full-time exempt position, that requires an average of 37.5 hours of work each week. The Program Assistant reports to the Executive Director and works with the staff, grantmaking activities, and the youth philanthropy group P.U.L.S.E. The Program Assistant processes all grants and assists in managing the online grant management portal Foundant GLM/SLM. This position will also provide administrative support for the foundation and assist in special projects as needed.

Duties and Responsibilities:

PROGRAM/OFFICE ASSISTANT

- Train grantmaking committee members on the online grant portal Foundant GLM.
- Assist grantees on how to use online grant portal Foundant GLM.
- Be liaison between grantees and the grants program.
- Monitors reporting schedules, deadlines, and requirements to ensure consistent grant processing.
- Maintain an accurate file system for all CFNC grants and all other grant programs.
- Schedule and coordinate grantmaking committee meetings, prepare agendas, summaries, minutes, and recommendations, and develop follow-up materials.
- Communicate with grantseekers and manage grant proposals.
- Provide grant-related information and pictures to the Director of Communications & Scholarships for use in press releases, Foundation newsletters, annual reports, and other publications.
- Record and distribute minutes from all grantmaking committee meetings.
- Assist Program Director with non-profit educational workshops/training.
- Provide support and empowerment to members of PULSE as they learn and practice philanthropic skills and knowledge.
- Attend PULSE meetings.
- Maintain a positive working relationship with youth serving organizations.
- Maintain annual compliance forms.
- Greet visitors, direct them according to their needs, answer inquiries, and respond to requests for general information.
- Record all incoming and internal gifts/payments and provide the financial team with a monthly report.
- With gifts complete hand written thank you notes/cards to donors and provide acknowledgements when requested
- Maintain master calendar of Foundation events for visitors and employees, to ensure that appointments, reports, and office functions are accomplished in a timely and efficient manner.
- Run occasional errands to local businesses as needed.

- Share post office mail duties.
- Demonstrate exemplary customer service skills and knowledge.
- Provide annual action plan and goals to the Executive Director.
- Maintain cleanliness of office and common spaces throughout CFNC.
- Become familiar with all CFNC policies and guidelines.
- Perform other duties and responsibilities assigned as necessary or requested by the Executive Director.

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