POSITION DESCRIPTION

TITLE: Program and Finance Associate
REPORTS TO: Vice President, Programs

BACKGROUND: The Community Foundations of the Hudson Valley is seeking a full-time (9a-5p, Monday-Friday) Program Associate to provide administrative and logistical support to the Program and Finance Departments in their Poughkeepsie office.

POSITION SUMMARY: The Program Associate coordinates and implements the administrative processes related to grantmaking; provides technical support to grant applicants; provides administrative and communications support to the Programs staff; and is responsible for general office support. The ideal candidate will be a confident and detail-oriented problem solver with organizational and people skills, who is able to manage multiple tasks and to operate calmly in time sensitive situations.

Salary range is $45,000 to $50,000 plus benefits.

DUTIES AND RESPONSIBILITIES:

- Act as a first point of contact for potential grantees, answer basic questions about eligibility and timelines, field technical inquiries about applications and refer to the VP of Programs as needed.
- Support Program staff in developing grantmaking procedures and materials, including applications, contracts, and reports.
- Assist in administrative aspects of grant processing including:
  - Updating grantee profiles and contacts in our proprietary database system;
  - Entering and processing grants in our proprietary database system;
  - Producing grant agreements, acceptance/denial letters and check transmittal letters via mail merges;
  - Copying and filing grant and financial materials;
  - Tracking and forwarding thank you letters from grantee organizations to the appropriate donors;
  - Follow up with uncashed checks.
- Prepare and manage logistics and materials for grant committee meetings, grant application workshops and program related community meetings and events including room booking, set-up and Constant Contact mailings.
- Routine database maintenance of grantees and program committees and provide basic reporting for mailings and projects as needed.
- Take minutes for Program Committee meetings as requested.
- Assist Program staff with follow up on requests for information and resources.
- Prepare bank and account reconciliations for the Finance department.
- Process the mailing of vendor checks.
Gather data for financial reports.
Maintain and update data in financial spreadsheets.
Maintain confidentiality of Foundations affairs in communications, both written and oral.

KEY SKILLS & QUALIFICATIONS:
1-3 years of experience at a nonprofit organization or in an administrative assistant role.
Associate’s Degree or Bachelor’s Degree preferred, but not required.
Proficiency in Microsoft Office including mail merge and Excel; donor databases; Constant Contact or similar program; and general office systems.
Focused attention to detail and accuracy of work is imperative.
Ability to draft and edit correspondence, including tables and forms, to ensure accurate punctuation, spelling and grammar.
Excellent communication, interpersonal and analytical skills.
Excellent time-management and organizational skills; the ability to manage many deadlines and tasks efficiently and effectively and follow detailed instruction.
A commitment to serve the community with professionalism, courtesy, friendliness, consideration and confidentiality.
Flexible, cooperative and successful within a changing environment with a multitude of voices, opinions and backgrounds.
Good judgment and decision-making capabilities.
Evidence of dependability and effective work habits.

PHYSICAL DEMANDS
Daily communication via phone
Frequent hours in front of a computer screen and filing

SPECIAL CONSIDERATIONS:
Must work as a collaborative and positive team member in an office environment, willing to assist others as needed.
Must be available for some work outside of regular work hours and days when required. This may include on and off-site work.
Working automobile, valid driver’s license, and auto insurance preferred but not required.

TO APPLY:
Please send cover letter and resume to: Cristin McPeake, grants@communityfoundationshv.org.

Applications are due by Monday, March 18, 2019. Applications will not be reviewed if either document is missing. No phone calls please.

ABOUT THE COMMUNITY FOUNDATIONS OF THE HUDSON VALLEY
Founded in 1969, Community Foundations of the Hudson Valley serves and promotes philanthropy throughout the region. An independent, public grantmaking charity, the Foundations administers more than 500 charitable funds which distribute millions of dollars to local, national and international nonprofits annually. Learn more at CommunityFoundationsHV.org.