



**PLEASE SEND RESUME AND COVER LETTER TO
INFO@CFMONROE.ORG BY NOVEMBER 19th.**

Mission: “We invest in a better future for our community”.

Vision: “Where everyone has an opportunity to Thrive”.

Job Description

Position: Development and Operations Associate

Reports to: Executive Director

Position Summary: The ideal candidate will have knowledge of the above, as well as, the non-profit sector and the Monroe County community. We will be seeking someone who displays initiative, pride in their work, attention to detail and who is comfortable with an ever-changing environment. The Associate will often be the first impression for someone connecting with the Foundation. Their representation (grammar, kindness, listening skills, service mentality and knowledge of the work of the Foundation) must be impeccable.

Primary Duties

Development, Stewardship & Outreach

- Work with the board and staff to develop and execute the foundation’s annual development and stewardship plan.
- Develop and execute an annual communications plan that supports the organization’s development objectives with the committee’s support and appropriate team members.
- Focus on various Foundation initiatives; including development, implementation, marketing and communication, interaction with donors and non-profits, etc.
- Work with Executive Director and Fund Development Committee of the Board of Directors to identify funding targets and approaches; provide staff support to the committee and assure that progress is documented.
- Support the board in various outreach and stewardship objectives that relate to the organization’s development and stewardship goals.

- Assure top quality donor service, including responses to inquiries or issues on a timely basis
- Occasional presentations to individuals and small groups

Operations

- Working with the monthly reports, gift processing, grant awards, fund statements and general accounting

General Office Duties

Because the Foundation has a small staff it is critical that each staff member be ready, willing and able to perform all general office duties. Such duties include:

- Coordinating events, meetings & special projects
- Knowledgeable of input and tracking of the budget/expenses
- Will be trained to process gifts, acknowledgement letters, grants, scholarships, pledges, etc.
- Will be responsible for taking minutes at committee, board and various meetings the Foundation conducts
- Will be asked to proof documents, press releases and outgoing award notifications
- Will be responsible for tasks as directed by the Executive Director
- Answering the phone, filing, copying and other general office tasks
- Additional tasks as requested

The Foundation office currently employs two full-time staff. The workload is shared by all. The Associate will be expected to have the initiative to see what needs to be done and participate in completing tasks and projects. We are a non-profit organization supported by the generosity of donors. We seek an out-going professional with a good sense of humor.

Qualifications:

- Undergraduate degree preferred with at least 4 years' experience
- Utmost discretion with confidential matters
- Proficiency in Word and Excel
- Bookkeeping/Accounting preferred
- Excellent grammar skills
- Ability to move from task to task as needed
- Experience with event planning/coordination
- Social media knowledge a plus
- Great communication skills; both written and oral
- Superior attention to detail
- Must have reliable transportation and able to travel locally (Monroe County)