



## POSITION DESCRIPTION

**Job Title:** Operations Officer

### **INTRODUCTION:**

The mission of The Cape Cod Foundation is to build permanent charitable resources for community betterment through informed grantmaking and civic leadership. The Cape Cod Foundation makes a measurable difference in the community by being a source of solutions for donors, providing leadership, and leveraging resources. The Foundation is known as a proactive, high-quality grantmaker that uses its knowledge of the community to support strategic investments that result in meaningful impact and meet the unmet needs of the community. Since inception, the Foundation has distributed more than \$75 million in grants and scholarships and currently manages \$69 million in assets. In 2019, the Foundation distributed more than \$5.5 million through over 400 scholarships and 700 grants.

The Foundation Board of Directors recently adopted a strategic framework for 2020-2022. Essential to the success of plan implementation and the overall goal of advancing our role as a transformational community leader and grantmaker is continuing to build and advance a high-performance culture among staff, Board, and volunteers. Inherent in this goal is the need to provide excellent customer service for our donors and other constituents at all levels of the organization.

**PURPOSE:** This position provides support in developing and maintaining inter-office systems and processes that enhance organizational effectiveness and lead to better office management and improved donor services.

**POSITION TYPE:** Part-time (20 hours/week), non-exempt

**REPORTS TO:** Director of Operations

### **PRIMARY RESPONSIBILITIES**

#### **General Operations:**

- Organizes and maintains Foundation's Standard Operating Procedures and Policies
- Develops systems to standardize processes for paper and electronic record keeping and file retention
- Works with Office Manager to organize office-wide improvements, technology upgrades, etc.
- Provides back-up support to Director of Operations for Human Resource needs
- Assists Director of Operations with Council on Foundation's National Standards recertification applications

**Fund Management and Donor Services:**

- Works with the Director of Operations and Fundholders to maintain and improve fund management and to implement fund policies
- Serves as primary contact for fundholders for support with accessing online donor portal
- Manages and maintains records, reporting, important documents within Foundation software as they relate to fund management
- Acts as primary liaison for Funds that participate in donor-initiated fundraising
- Prepares and uploads needed templates in Foundation software for donation receipt, event registration, etc.
- With support from the Director of Programs and Donor Services, manages processing and payment of Donor-advised fund grant recommendations
- Manages annual grant distributions for agency and designated funds
- Other duties as required

**QUALIFICATIONS:**

- Detail-oriented, responsible, energetic, personable, self-directed
- Excellent organizational skills; ability to plan workflows, handle multiple tasks simultaneously, manage details, problem solve, and meet deadlines
- Strong computer skills with specific software (MS Word, Excel, and Windows), database management systems and use of the Internet, and willingness to learn customized foundation software
- Strong oral, written and interpersonal skills
- High degree of personal and professional integrity
- Experience in an administrative capacity with duties as described above preferred
- Nonprofit work experience and knowledge of the Cape Cod community a plus

The Cape Cod Foundation is an equal opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation in accordance with federal and state law.

**To apply:** Please send a cover letter expressing your interest and qualifications AND a copy of your current resume by email to: [info@capecodfoundation.org](mailto:info@capecodfoundation.org). Please use OPERATIONS OFFICER as the subject line. Applications will be accepted until position is filled.