



POSITION DESCRIPTION

JOB TITLE: Fund Administrator

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.

The Foundation Board of Directors has adopted an organizational strategic framework. 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 is an essential member of the Foundation's operations team, providing support in developing and maintaining inter-office systems and processes that enhance organizational effectiveness and lead to better office management and improved donor services. The Fund Administrator is a key liaison and connector amongst all of the Foundation staff.

POSITION TYPE: Full-time, non-exempt

REPORTS TO: Director of Operations

Please Note: While we are currently working a hybrid schedule due to COVID-19, we will return to the office once it is safe to do so; candidates need to be able to work on-site.

DUTIES AND RESPONSIBILITIES:

General Operations:

- Works with Director of Operations to organize office-wide improvements, technology upgrades, etc.
- Assists Director of Operations with Council on Foundations' National Standards recertification applications
- Maintains Foundation's Standard Operating Procedures and Policies
- Preserves processes for paper and electronic record keeping and file retention
- Prepare reports using the Foundation software for projects as requested

Fund Management and Donor Services:

- Works with the Director of Operations to maintain and improve fund management
- Coordinates internal set-up of new funds and is responsible for ongoing fund maintenance
- Manages and maintains records, reporting, important documents within Foundation software as they relate to fund management
- Assists with donor-initiated fundraising and their event coordination
- Prepares and uploads needed templates in Foundation software for donation receipt, event registration, etc.
- Provides support to the Director of Operations in managing projects/programs for which The Cape Cod Foundation serves as fiscal sponsor
- 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

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. Salary range is \$27-29 per hour. Applications will be accepted until position is filled. No phone calls please.