



## **FOUNDATION COORDINATOR**

The Foundation Coordinator provides administrative and operational support across fund administration, gift processing, grant and scholarship cycles, donor stewardship, reporting, events, and general Foundation operations. This position requires strong attention to detail, excellent communication skills, sound judgment, and the ability to manage multiple priorities while providing responsive service to donors, fund advisors, applicants, reviewers, board members, and community partners.

### **Key Responsibilities**

#### **Fund & Financial Administration**

- Maintain accurate fund records and financial information.
- Process contributions and ensure timely and accurate gift entry.
- Prepare fund statements and related financial reports.
- Support fund openings, modifications, and closings.
- Maintain accurate records within the Foundation's CRM and financial systems.
- Assist with audit documentation, compliance materials, and other reporting requirements.

#### **Gift Processing & Donor Stewardship**

- Enter and process donations accurately and efficiently.
- Generate and distribute gift receipts and acknowledgements within required timelines.
- Provide responsive and professional service to donors and fund advisors.
- Schedule donor and fund-advisor meetings and prepare meeting materials.
- Support ongoing donor stewardship and relationship-building activities.

#### **Grant & Scholarship Administration**

- Coordinate grant application cycles, including application intake, eligibility reviews, and communications with applicants and reviewers.
- Support reviewer communications, logistics, and follow-up throughout the grant process.
- Prepare award notifications, grant agreements, and related documentation.
- Track grant requirements and send follow-up reporting reminders.
- Support scholarship application setup and administration.
- Coordinate scholarship committee logistics, scoring, and award processing.

#### **Communications & Community Engagement**

- Communicate professionally and effectively with donors, fund advisors, applicants, reviewers, community partners, and other stakeholders.
- Demonstrate excellent listening, verbal, and written communication skills.
- Assist with Foundation events, including Gives Day, donor events, Foundation celebrations, and community outreach activities.
- Assist with preparing communications and materials for events and stakeholder engagement.

**Office & Administrative Support**

- Manage incoming and outgoing mail, phone communications, office supplies, and general administrative needs.
- Coordinate relationships with vendors and service providers.
- Assist with maintaining and updating the Foundation's website and other administrative systems.
- Provide general administrative support to ensure efficient day-to-day Foundation operations.

**Board & Committee Support**

- Prepare board and committee meeting packets and supporting materials.
- Assist with meeting scheduling, logistics, communications, and follow-up.
- Provide administrative support for board and committee activities.

**Policy, Compliance & Professional Conduct**

- Understand and adhere to all Foundation policies, procedures, and applicable requirements.
- Maintain confidentiality and exercise appropriate discretion in handling donor, financial, grant, and organizational information.
- Demonstrate professionalism, dependability, and sound judgment.
- Promote positive, collaborative working relationships with colleagues, donors, volunteers, board members, and community partners.

**Qualifications & Core Competencies**

- Exceptional attention to detail and commitment to data accuracy.
- Strong organizational and time-management skills, with the ability to manage multiple deadlines and priorities.
- Excellent written, verbal, and interpersonal communication skills.
- Strong customer service orientation and ability to work effectively with a diverse range of stakeholders.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency with CRM, financial, database, and standard office technology systems.
- Ability to work independently while contributing effectively as part of a team.
- Professional, positive, and collaborative approach to work.