

<b>Job title</b>	<i>Program Assistant</i>
<b>Reports to</b>	<i>Program Director</i>

The Community Foundation (CFECT) is the largest and most comprehensive funder of nonprofit organizations in Eastern Connecticut. Since 1983, CFECT has aligned its fundraising, grantmaking and civic leadership efforts to address the region's most pressing issues and needs. The Foundation is a dynamic, fast-paced workplace with a compelling strategic plan in place. Its dedicated employees, board members and other volunteers are committed to creating positive change in Eastern Connecticut.

Comprised of 480 charitable funds, CFECT stewards assets of \$86 million and has awarded more than \$55 million in grants and scholarships to area nonprofits and students since inception. For donors, CFECT offers a complete toolkit for charitable giving, expert assistance in learning more about the causes they care about, and the opportunity to join others with similar interests to learn and give together. For the community at large, CFECT offers a permanent, growing source of grant and scholarship monies, as well as a common meeting ground, leadership and advocacy on important issues in our 42-town service area. Visit us at [www.cfect.org](http://www.cfect.org)

### **Job Purpose**

Assist the Program Department in administering scholarships and grants. Support volunteer committees. Monitor and manage the scholarships process through integrated systems and work with the database administrator to monitor content, issues and deadlines. Works closely with development and donor relations staff to implement funding and cultivate donors as needed. Plan grants-related meetings, events, and site visits to help committee members understand the variables that influence grantmaking decisions. Work with the program director to study and identify new areas for Community Foundation leadership by defining community issues, developing potential solutions, and presenting investment opportunities.

### **Organizational Values**

Integrity, Inclusivity, Respect, Courage, Collaboration, Transparency, Accountability, Kindness, Empathy

### **Qualifications**

- Bachelor's degree required.
- 5+ years of experience working with a scholarship/grant-making or other nonprofit organization.
- Demonstrated ability to take initiative and manage projects, improve processes and work with minimal supervision.
- Excellent writing and oral communication skills.
- Ability to train and manage volunteers.
- High level of proficiency with MS Office, Excel and experience using a relational database

### **Working conditions**

Works in a typical office setting.

### **Physical requirements**

The ability to spend a majority of each day sitting at a desk in front of a computer. May be required to lift up to 30lbs.

### **Equal Employment Opportunity Employer**

The Community Foundation of Eastern Connecticut is an equal opportunity employer. We embrace diversity of views, backgrounds, expertise and perspectives to better achieve our mission.

To apply, please send a cover letter and resume to [janet@cfect.org](mailto:janet@cfect.org).