POSITION DESCRIPTION

Position :	Program Assistant
Reports To:	Program Director ~ Grants and Scholarships
About Us:	Click Here
Status:	Full-Time (40 hour)
Salary Range:	$30,000 to $34,000
Benefits:	Vacation, Sick Leave, Holidays, Simple IRA
Location:	Newton Office with some remote home office opportunities
	Must Reside in our Service Region

POSITION DESCRIPTION : Program Assistant

The Central Kansas Community Foundation (CKCF) is a 501(C)(3) charitable foundation created for the purpose of receiving, investing, and distributing funds for charitable purposes as identified in the Articles of Incorporation and authorized by the Internal Revenue Code. The Foundation is governed by an independent board of volunteer directors representing the geographical region of central Kansas. CKCF serves as host foundation to nineteen (19) affiliate foundations across central Kansas.

Central Kansas Community Foundation is certified as having met National Standards through the National Council on Foundations.

The objectives of the foundation are:

- To obtain, invest and manage charitable gifts for the purposes established by the donor and as directed and instructed by the Board of Directors.
- To maintain identified funds to meet various charitable objectives.
- To serve as a resource for non-profit organizations.
- To advance philanthropic activities across central Kansas.

DUTIES AND RESPONSIBILITIES

The Program Assistant has primary responsible for support to the Program Director for all competitive grant and scholarship cycles.   This includes coordinating and managing all grant applications in an industry specific software system. A significant percentage of this job is in the software database systems used to facilitate grant and scholarship application, review, and selection

processes.   It involves coordination with CKCF and affiliate foundation board of directors, donors, and charities. This is a full-time position (40 hours). The Program Assistant shall work collaboratively with the entire foundation team, with supervision provided by the Program Director ~ Grants and Scholarships and shall be responsible for:

- Application set up in Community Force, our grant and scholarship software, for each grant/scholarship cycle, monitor completion of applications and reviews, coordinate completion of reviewers and provide final results to Program Director to review in a timely manner per cycle.
- Clone applications for each annual process and make edits/changes as directed by Director
- Assist Program Director with troubleshooting any software functions for users/applicants
- Support the Program Director with coordination of review committees' appointments
- Oversee collection of conflict and confidentiality forms by participating review committee members and other parties as necessary
- Enters all grants and scholarship check requests in CSuites, a fund management software
- Assists Program Director with profile/contact information management for charities and district representatives
- Support Program Director with follow up on status of annual Available to Spend (ATS) distributions annually
- Any charity check infringements shall be researched by the Program Assistant and results reported to Program Director for action or guidance
- Prepare notification letters and award contracts to recipients of grant and scholarship awards and those denied awards
- Make database profile/contact information changes, including nonprofit charity profile changes
- Attend affiliate board meetings and committee meetings as assigned
- Provide suggestions and recommendations for change processes to improve our service delivery
- All other duties as assigned

QUALIFICATIONS

Knowledge and Skills: Strong database management skills and proficiency with computer software system in the Microsoft Office Suites (i.e. Excel, Word, Outlook). Knowledge of and experience in philanthropy or the non-profit sector. Strength in problem solving; solution focused, analytical capabilities; high ethical standards; exceptional written and verbal communication skills --- including a proficiency for attention to detail and a high degree of personal organization; ability to manage a fast-paced workload; and general ability to exercise good judgment; has demonstrated skill as a quick and adaptive learner; has experience with working both independently and with others in a team environment to get work objectives done; experience in using social media as a communication tool; willingness to learn if not already versed in current IRS regulations and National Standards related to grant and scholarship management.

WORK HOURS

This position offers a full-time (40-hour) schedule. Weekend and evening hours are sometimes required Ability to travel during work hours regionally throughout central Kansas is required. With hybrid work model there is expectation to be at Newton office with option for some remote home office opportunities.

COMPENSATION

Commensurate with experience and Foundation employee handbook. Central Kansas Community Foundation is a rapidly growing community foundation with a developing fringe benefit package that currently includes general vacation leave, holidays and mileage reimbursement for regional travel based on alignment to benefits with terms of hire.

EDUCATION AND EXPERIENCE
- College degree in technology, education or social services preferred but not required.
- 1 - 3 years in a non-profit or educational setting preferred.
- Must be computer proficient, with significant skills in Office Suites products.
- Ability to work well independently as well as part of a team.

To Apply:

Interested applicants should submit a cover letter, resume, and 3 references via email to: angie@centralkansascf.org. Application being accepted and will keep open until position filled.