



LAGRANGE COUNTY COMMUNITY FOUNDATION

The LaGrange County Community Foundation is a growing public charity, established in 1991. Our mission is to inspire and sustain generosity, leadership and service in LaGrange County. We connect donors to charitable causes to create positive and sustainable change through grantmaking and community outreach.

POSITION DESCRIPTION: Office and Scholarship Manager

The Office and Scholarship Manager manages office operations and provides administrative assistance to the LaGrange County Community Foundation office. This position serves as a responsible steward of the Community Foundation's donor relationships and acts as a liaison between educational faculty/staff, students, and the public to provide information and resources regarding the Community Foundation's scholarship activities and programs.

Duties & Responsibilities

Office Operations and Administration

- Manages daily office operations. This position greets visitors and coordinates incoming communications using sound judgment to prioritize, channel, and address issues/requests as appropriate. Takes appropriate action to assure that important and pertinent information is properly disseminated to staff, board members, and/or donors.
- Enters and processes gifts in Foundation database. Distributes and scans correspondence with donors, including gift acknowledgments letters and thank you notes.
- Assists in managing the quality and integrity of donor and nonprofit information in the Foundation database. Serves as key manager of the cloud-based database.
- Manages supply inventory, equipment; coordinates routine building maintenance; works with outside vendors.
- Manages electronic and paper version of fund documents and maintains Foundation corporate records.
- Other duties include tracking budget to actual expenses, logging checks, processing checks for payment of invoices, credit card receipts, expense reports, scholarships and grants.

Board & Committee Management

- Liaison to the LaGrange County Community Foundation Board of Directors and Committees.
- Manages and coordinates Board and Committee timelines and schedules. Coordinates all meeting logistics, including location, caterers, etc.
- Supports Board of Directors, and various Board committees, including coordinating and preparation and distribution of agendas, minutes and associated materials.
Attends all Board of Directors meetings and appropriate committee meetings and takes minutes.

Executive and Staff Support

- Provides administrative support to the Executive Director as needed. Performs assigned duties in the absence of the Executive Director as directed.
- Provides operational and clerical support to other staff for various tasks such as large postal mailings, recurring Foundation events, etc.
- Manages special projects and other duties as assigned by the Executive Director.

Scholarship Management

- Manages and enhances the Community Foundation's scholarship programs and distribution of funds.
- Develops relationships with donors, selection committees, schools, students, and external stakeholders as the Foundation's point of contact for all scholarship-related activities.
- Manages the application and selection process for all scholarship opportunities.
- Updates and maintains the Scholarship Lifecycle Manager, the Foundation's web-based scholarship application including managing the appropriate, timely opening, closing, and archiving of application periods.
- Recruits volunteers to serve as scholarship reviewers and manages the review process.
- Coordinates Community Foundation representation at high school scholarship recognition programs.
- Reviews existing scholarships policies and procedures and makes recommendations for implementation strategies to bring uniformity to the overall scholarship program.

Position Requirements

Education and Experience

- Business, Business Administration, Marketing, Communications, Accounting, or similar fields
- Associate's degree required. *Bachelor's degree or equivalent preferred.*
- 2 to 5 years of experience

Ideal Competencies

- **Attention to Detail** – Diligently attends to details and pursues quality in accomplishing tasks.
- **Organization** – Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to achieve objectives.
- **Computer and Technology Proficiency** – Proficiency in Microsoft Office Suite (Intermediate to Advanced Skills in Word, PowerPoint, and Excel), email and calendaring systems, and electronic document management systems (Microsoft OneDrive, Box, Dropbox, etc.)
- **Communication** - Communicates effectively, establishes, and maintains working professional relationships with individuals from diverse backgrounds, and demonstrates respect for varied perspectives and experiences.
- **Interpersonal skills** – Listens attentively to people's ideas and concerns and understands the interests and concerns of others. High degree of confidentiality and personal decorum. Servant's heart, willing to go above and beyond to build relationships.
- **Critical Thinking and Decision Making** – Takes initiative, works independently as needed and solves problems.
- **Data Management and Reporting Skills** – Accurately input data into database and identifies, collects, and organizes data for analysis and decision-making.

This list of essential responsibilities and requirements is not intended to be exhaustive. The LaGrange County Community Foundation reserves the right to revise this job description as needed to comply with actual job requirements.

Specifics

Status: Full-time exempt

Hours: 8:00 a.m. to 4:00 p.m.

Deadlines, initiatives and events periodically require work outside of these hours

Location:

45 N 250 W
LaGrange, IN 46761

Attire: Business Casual

Benefits:

- 3% employer retirement contribution after introductory period
- Earned Time Off
- 11 paid holidays

Work Environment: LCCF has a small, close-knit staff, and we work together in a professional environment. We respect one another and believe that all people deserve respect. We work hard, and we help one another and the Foundation to succeed. We are honored and humbled to do the work we do to make the community stronger.

*Our mission is to inspire and sustain generosity, leadership, and service in LaGrange County. If you share our values and enjoy the work described, have the experience and skills required, we hope you contact us. Please send your resume and cover letter to Octavia Yoder at oyoder@lccf.net by **December 12, 2023**.*