

The Community Foundation of Switzerland County, Inc.,
a \$12 million charitable foundation,
is seeking a dynamic, experienced administrator to fill the part-time position of:

Scholarship & Office Administrator

This position will report to the Executive Director. The Scholarship & Office Administrator will manage the scholarship program, manage the office and provide office support to the Executive and Development Directors.

Primary duties and responsibilities:

- Manage Community Foundation and Lilly Endowment Community Scholarships.
- Manage the online scholarship process.
- Communicate with scholarship fund donors, guidance counselors, parents, students and committee members.
- Process scholarship grants in the database to ensure proper scholarship payments.
- Serve as the primary coordinator of the CFSCI database.
- Manage the processing of donations and thank you letters.
- Assist with general financial accounting.
- Assist in meeting compliance of National Standards for Community Foundations.
- Perform a variety of clerical and administrative duties.

Requirements:

- Minimum of three years administrative experience in a professional office environment.
- Demonstrated experience in developing and utilizing administrative organizational systems with attention to detail, timeliness and record keeping.
- Ability to work independently and successfully prioritize and coordinate multiple projects and meet deadlines.
- Advanced knowledge and proficiency with computer software applications: MS Outlook, Word, Excel, Access a plus.
- Strong aptitude and experience with database applications, data entry and report generation.
- Associates or bachelor's degree preferred, but not required.
- Occasional travel inside and outside of Switzerland County (valid driver's license required).

The Community Foundation of Switzerland County, Inc. is an Equal Opportunity Employer and all qualified candidates are encouraged to apply. To learn more about the Community Foundation of Switzerland County, Inc. visit our website at www.cfsci.org.

Send cover letter, resume, and three references to info@cfsci.org no later than Wednesday, September 4, 2019. No phone calls, please.