



OAK PARK-RIVER FOREST
Community Foundation

An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: Donor and Grant Services Coordinator

**Employment Status Part-Time
(20-24 hrs / week)**

Position Reports To: Program Director and Director of Fund & Donor Development

POSITION SUMMARY:

The Donor and Grant Services Coordinator works with the Program Director and the Director of Fund & Donor Development to ensure the Foundation's ability to implement grant and scholarship programs and quality donor services. S/he will support the administration and management of the Foundation's grant and scholarship programs and donor development efforts, including maintenance of the Foundation's database. The position requires a commitment to advance the mission, vision, and goals of the Foundation.

ESSENTIAL FUNCTIONS OF THE POSITION:

Grant Program Administration

- Coordinates development of Request for Proposals for competitive grants
- Coordinates grant review process, site visits, grant reporting and notification of decisions
- Compiles grant history reports
- Processes grant payments and generates payment letters

Scholarship Program Administration

- Coordinates development of scholarship applications
- Provides outreach to community partners and schools
- Coordinates application review process, individual recipient reporting and notification of decisions
- Compiles scholarship history reports
- Processes scholarship payments and generates payment letters

General Donor Services

- Processes fund distributions
- Resolves donor services issues
- Generates gift acknowledgements and payment letters
- Coordinates data clean-up and maintenance
- Manages constituent and relationship data within database

Overall

- Maintains the integrity of the grants and donor database, structure and organized files
- Verifies eligibility of organizations, i.e. 501c3 status
- Coordinates in updating and enhancing online application system with vendor

Other duties

- Assist with preparation and set-up for committee meetings
- Records meeting minutes



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- Participates in staff meetings as scheduled
- Participates in occasional evening and weekend activities and meetings that advance the mission and vision of the organization
- Works as a member of a multi-disciplinary staff team to ensure the effective and efficient operations of the Foundation in a manner that promotes the mission, vision, and values of the OPRF Community Foundation

The above statements describe the general nature and level of work performed in the job. They do not intend to be an exhaustive list of all duties, and additional responsibilities may be assigned, as required, by management.

QUALIFICATIONS:

- Minimum of a bachelor's degree in a related field and at least two years of professional work experience, preferably in a philanthropic or nonprofit field.
- Proficiency in Microsoft Office applications (e.g. Word, Excel, Powerpoint)
- Experience in managing CRM and/or grants databases such as Stellar iPhi, Foundant, Salesforce, Raiser's Edge
- Excellent interpersonal skills and able to work in cooperation with a wide range of individuals and community members
- Excellent written and verbal communication skills.
- Ability to complete projects as well as manage multiple priorities and projects while still paying attention to detail.
- Ability to demonstrate sound judgment in the absence of direct instruction.
- Knowledgeable about the nonprofit sector, fundraising/ development, grant scholarship program administration or related fields
- Knowledge of the nonprofit sector in the Oak Park and River Forest community is a plus.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Not applicable

EQUIPMENT OPERATED:

(The following are examples only and not intended to be all-inclusive)

Computers and other standard office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: None.

Qualified applicants are asked to submit a cover letter and resume to HR@oprfcf.org Applications will be accepted through January 31, 2019.