

## **OUTER BANKS COMMUNITY FOUNDATION**

### **Position Description:** Scholarship and Office Administrator

The Scholarship and Office Administrator is responsible for coordinating the Outer Banks Community Foundation's fast-growing scholarship program, which assists 50-100 local students each year with over \$150,000 in academic awards. The S&O Administrator also manages the office and general operations of the organization, including the office building and grounds, all records and files, and all computer and network systems, ensuring the effectiveness and efficiency of all programs and projects.

This full-time, permanent, exempt position reports to the Executive Director and works closely with all members of the Community Foundation's staff and board.

### Position Responsibilities

- Manages the Community Foundation's building and grounds in Southern Shores, coordinating all maintenance, repairs, renovations, and insurance needs, and ensuring the conservation of the historic integrity of the flat top cottage. Develops and follows the annual property maintenance budget.
- Manages the Community Foundation's scholarship program. Coordinates all aspects of the planning, application, selection, and award processes for 50+ discrete scholarships. Tracks criteria for all scholarships to ensure consistent, fair, and impartial selections. Provides outstanding customer service to scholarship donors, ensuring that their scholarship is awarded according to their philanthropic wishes. Ensures compliance with the Community Foundation's policies, with IRS guidelines, and with national standards for community foundations.
- Designs the scholarship application forms and evaluation tables for 40+ internally-managed scholarships with the Community Foundation's "SmarterSelect" software system. Assists students, teachers, school guidance counselors, and selection committee members with the application and evaluation software. Provides staff support to the board's scholarship committee.
- Coordinates presenters for scholarship award ceremonies, and prepares presentation notes for speakers. Tracks scholarship donations, and manages payments to universities and other partners.
- Utilizes the Community Foundation's central database to enter, update, retrieve, and analyze information on donations, funds, donors, and scholarship awards. Generates mailing lists, scholarship lists, and fund statements from the database.
- Organizes events, including the annual membership meeting, biannual nonprofit workshops, and donor events. Coordinates mailings, including gift acknowledgements, event invitations, fund statements, and fundraising appeals, among others. Organizes board meetings, committee meetings, and retreats, working with the Executive Director to prepare meeting packets and meeting minutes.
- Maintains all official records and files (paper and electronic), including the Community Foundation's policy handbook, and all donor, grant, scholarship, property, board, and fund files.

Ensures smooth functioning of the office, including the ordering and maintenance of all office supplies and equipment. Handles all vendor contracts and relationships. Manages and maintains all office computers, printers, copiers, phone systems, internet, and cloud systems. Troubleshoots any hardware, software, and network problems, calling on professional IT support as needed.

- Amicably receives and assists visitors and callers. Provides general information to the public about the Community Foundation's mission and programs. Upholds and promotes the mission and values of the Community Foundation.
- Performs other administrative duties as needed.

#### Position Requirements

- Bachelor's or associate's degree.
- At least two years' administrative experience.
- Strong computer skills, with proficiency in Microsoft Outlook, Word (including mail merges), and Excel.
- Thorough knowledge of modern office practices and procedures.
- Exceptionally keen attention to detail, excellent organizational skills, and outstanding skills in tracking and checking data for accuracy.
- Good written communication skills, and excellent interpersonal skills.
- Ability to understand, interpret, communicate, and apply pertinent policies and procedures clearly and accurately.
- Ability to master the specialized software programs used by the Community Foundation (e.g., Community Pearl, SmarterSelect).
- Willingness to work on the occasional evening or weekend in order to coordinate special Community Foundation events.

#### Preferred Skills

- Strong skills in Microsoft Access.
- Nonprofit experience—better yet, community foundation experience.
- Ability to maintain, manage, and troubleshoot office hardware, software, internet, and network systems.
- Experience with Community Pearl, PowerPoint, SurveyMonkey, and/or SmarterSelect software.
- Advanced skills in Excel, including advanced skills with pivot tables.
- Experience in event coordination, especially donor events.
- Experience in fundraising.

### Essential Personal Qualities

- Enthusiasm and commitment for providing outstanding service to donors, board members, nonprofits, scholarship applicants, and the general public.
- A high degree of flexibility in order to achieve the Community Foundation's objectives and meet its demands/needs, in light of a small staff.
- Ability to thrive in a fast-paced environment with multiple and shifting priorities.
- Personal initiative, including the ability to proactively identify tasks in need of completion.
- Strong time management skills.
- Commitment to and enthusiasm for the mission of the Outer Banks Community Foundation, and a passion for serving our community.
- A strong work ethic and a capacity to complete assignments in a timely, organized, and efficient manner without extensive oversight.
- An ability to work independently, accept constructive feedback, and handle the pressure of multiple tasks with resilience and a sense of humor.
- Excellent judgment, an ability to exercise discretion and tact in difficult or confidential situations, and an ability to project a positive, professional image to the public.
- Satisfactory background check and drug test, and impeccable professional references.

### Compensation and Benefits

- Salary range is \$35,000 to \$40,000, commensurate with experience and other qualifications.
- 80% of health and dental insurance premium after completion of a 90-day probation period.
- Generous annual paid time off, including paid vacation, sick, and holidays.
- Up to 3% match of annual salary into a SIMPLE IRA plan.
- Paid education and training opportunities.

The Scholarship and Office Administrator is an administrative employee, working primarily to manage the general business operations and scholarship programs of the Outer Banks Community Foundation. This person will be responsible for quality control, purchasing, research, computer network, Internet and database administration, insurance, legal and regulatory compliance, and similar activities. This person will exercise discretion and independent judgment with respect to matters of significance, particularly related to the business operations and scholarship programs, often implementing significant management policies and operating practices. The Scholarship and Office Administrator will carry out major assignments in conducting the operations of the Community Foundation, and s/he will perform work that affects business operations to a substantial degree.

### To Apply

Email your résumé and cover letter in PDF format to [LCosta@obcf.org](mailto:LCosta@obcf.org) no later than October 28. Please specify "Scholarship and Office Administrator" in the subject line of your email. Please, no phone calls.

## About the Community Foundation

Based in a historic flat top cottage in Southern Shores, the Outer Banks Community Foundation is a 501(c)3 nonprofit charitable organization that connects people who care with causes that matter. The Community Foundation manages more than \$18 million across 180 charitable funds for individuals and agencies, awards grants to local nonprofits, administers 50 scholarship programs, and provides tailored services to help donors pursue their charitable interests. Since its inception in 1982, the Community Foundation has awarded more than \$8 million in grants and scholarships to local nonprofits and students. The Outer Banks Community Foundation is an equal opportunity employer. It is our policy to make all hiring and other employment decisions without regard to an individual's sex, race, national origin, religion, pregnancy, marital status, sexual orientation, ethnicity, age, or physical or mental disability.