

OUTER BANKS COMMUNITY FOUNDATION

Scholarship and Office Administrator

April 2019

The Outer Banks Community Foundation is now accepting applications for the position of Scholarship and Office Administrator. This full-time employee will be facilitating the operations of the entire foundation, managing our office, and coordinating the largest scholarship program in the Outer Banks.

This is a key role within our community, administering 50+ scholarships each year, and helping 50 to 100 students annually achieve their dream of a college education. This position will also be managing the Community Foundation's facilities, property, and office systems; organizing events and mailings; maintaining files and computer systems; receiving visitors; and performing other administrative duties as needed.

We are looking for candidates with excellent organizational skills, a keen attention for detail, an exceptional aptitude for customer and community service, strong computer and communication skills, and the ability to thrive in a fast-paced environment with multiple and shifting priorities. Most of all, we're looking for someone who is truly passionate about making a difference in the lives of others. This permanent, exempt position reports to the Executive Director and works closely with all members of the Community Foundation's staff and board.

To apply, please email your résumé and cover letter in PDF format to LCosta@obcf.org no later than May 12, 2019. Please specify "Scholarship and Office Administrator" in the subject line of your email. For more information, visit our website at www.obcf.org. Please, no phone calls.

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 each scholarship is awarded according to the donor's 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 web-based 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.

Desired Skills (Preferred, Not Required)

- Spanish language proficiency.

- Advanced skills in Excel, including advanced skills with formulas, pivot tables, joining tables, etc.
- 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.
- 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.

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.