



## **Scholarship & Office Administrator**

**Status: Full-time, salaried position**

The Adams County Community Foundation promotes and facilitates charitable giving in Adams County, PA through grantmaking, initiatives and advocacy. Since 2007, the Community Foundation has granted more than \$32 million to nonprofits and initiatives through Adams County Grants, scholarships, and our annual day of giving, The Giving Spree.

The Community Foundation is seeking an experienced and enthusiastic administrator to join our team as a Scholarship & Office Administrator. This flexible, full-time, exempt position is responsible for the administration of the Community Foundation's county-wide scholarship program, community events including the Giving Spree and day-to-day office operations.

### **Minimum Requirements:**

**Skills:** Must be able to read, write and speak English fluently. Must be proficient with Microsoft Office—Word, Excel, and Access. Must have good organizational skills and an eye for detail. Must be able to work cooperatively with others.

**Abilities:** Able to work independently, manage assigned tasks efficiently, effectively, reliably, and accurately. Able to communicate effectively with volunteers and other staff. Able to learn the business of charitable fund administration and provide a warm and welcoming voice to callers and visitors.

**Experience & Education:** High school diploma or GED. Relational database and computer software training, bookkeeping and record-keeping.

**Physical Demands and Working Conditions:** Must be able to work in an office setting, operate office and computer-related equipment and be able to maintain composure and service orientation while managing multiple deadlines.

**Confidentiality:** Our Administrator has access to confidential and sensitive information and must maintain strict confidentiality of donors and scholars. They must also be strategic communicator who can separate personal opinion from the official voice of the Community Foundation.

**Responsibilities:**

**Scholarships:** Manage a seasonal scholarship program awarding 114 annual scholarships. Generate award letters, maintain the database and applicant files. Track awards with special conditions and follow scholars over time. Prepare annual financial report and scholarship payments and reports. Work with scholarship donors, scholarship committees and selection volunteers.

**Administrative:** Record board and committee meeting minutes. Manage gift processing, including gift entry and acknowledgements. Produce quarterly fund statements. Provide administrative support as needed for community programs and initiatives and events. Oversee maintenance of the office building. Perform other duties commensurate with the role of Scholarship and Office Administrator as required by the Community Foundation's President.

**Personal Characteristics:**

The ideal candidate will be creative and positive with a can-do attitude and a good sense of humor. They will be team-oriented and self-motivated, with a drive to achieve results and to support others with trust and collaboration. Experience working with diverse populations, cultures, and socioeconomic backgrounds is important.

**Salary and Benefits:** The starting salary for this full-time, exempt position will be commensurate with background and experience. The Community Foundation currently offers a benefits package including employer-supported health plan, a 403(b) retirement plan, paid time off including holidays, and professional development opportunities.

The Community Foundation believes in the importance of diversity, equity, and inclusion. The Community Foundation is committed to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression, or any other characteristic protected by state or local law.

**How to Apply:** The position is open until filled. Interested candidates should email a cover letter, resume and salary requirement to the Search Committee by email to [rserpe@adamscountycf.org](mailto:rserpe@adamscountycf.org) with the subject line "Scholarship and Office Administrator."