



New Position Announcement

Position: **Grants Associate**
Reports to: **Chief Operating Officer**
Status: **Full-Time, Salaried, Exempt**

Community Foundation Serving Western Virginia, the region's philanthropic leader, seeks to add a dynamic individual to its team. This individual will provide high-quality support to the Foundation's comprehensive grant making programs, as well as support its other many administrative and programmatic functions across our entire service area as needed.

Minimum Qualifications:

A Bachelor's degree; computer proficient (especially with Microsoft Office suite) and the aptitude to quickly learn new computer programs; high energy, self-motivated, a strong work ethic and a sense of humor; and excellent communication, written and interpersonal skills.

Grant making Functions:

- Assist grant seekers in completing online applications
- Maintain updated grant information on website
- Handle Constant Contact notifications/updates for grant seekers
- Coordinate annual Surprise grant presentations and all other check presentations
- Prepare electronic and hard copy Community Programming Committee agendas and necessary materials as requested
- Attend CPC meetings and take and prepare minutes for Director, Grants and Donor Engagement to review
- Assist Director, Finance & Investments with agency endowment fund grant making
- Receive and process donor advised recommendations for grants, maintain records of recommendations, perform due diligence and ensure timely communication to donors and nonprofits
- Be significantly involved with the Foundation's Roanoke Valley Gives initiative
- Provide significant support to the Foundation's educational scholarships program

Other Responsibilities:

- Work with handling stock gift transactions as needed

- Assist with Roanoke Women’s Foundation gifts and tracking memberships
- Assist Director, Finance and Investments with mailing quarterly and annual fund statements
- Provide communication, website, e-newsletter and social media support
- Support production of the Annual Report and other marketing materials
- Help with the NPO CONNECT program as needed
- Create, organize and maintain both computer and paper files.
- Greet visitors to the Foundation offices and answer phones.
- Attend staff and board meetings and assist with the preparation and dissemination of committee minutes.
- Represent the Foundation at meetings and events as appropriate.
- Help with Annual Celebration.
- Provide backup with daily correspondence.
- Perform additional duties as assigned.

Every staff member employed by the Foundation is expected to:

- Maintain confidentiality and show good judgment, discretion, decision-making and professional and ethical work standards within a fast-paced environment
- Maintain a positive, helpful attitude and a commitment to service in all internal and external interactions
- Be able to prioritize and organize workloads to meet deadlines and balance work among multiple duties
- Work independently with minimal supervision and as a member of a team
- Work well with coworkers, especially in a small office
- Possess a valid driver’s license, reliable personal transportation and current auto insurance.

Competitive compensation packet. Located in professional, downtown offices.

To apply, send a cover letter and current resume to:

Carly Oliver, Chief Operating Officer
Community Foundation Serving Western Virginia
P. O. Box 1159
Roanoke, VA 24006

Or by email to:

carly@cfwesternva.org