

NAPA VALLEY COMMUNITY FOUNDATION (NVCF)

Program Assistant – Part-time POSITION DESCRIPTION

The Program Assistant works closely with the Manager of Grants Administration & Scholarships to coordinate and implement the administrative processes related to grantmaking, provides customer service and technical support to donors and nonprofits, and provides administrative and communications support to the Program/Philanthropic Services staff. The Program Assistant is a heavy user of NVCF's database of record (FIMS), online account access for donors (DonorCentral), and the mail merge functions of MS Office.

Supervision

Reports directly to the Vice President of Philanthropic Services.

Hours

20 hours per week. This is a part-time non-exempt position. Additional hours required occasionally.

General Responsibilities

- Generate and send timely grants processing emails to donors with high degree of accuracy
- Assemble, scan, mail, codify and file weekly grant letters to grant recipients with high degree of accuracy
- Enter profiles, contacts and grant applications into database with high degree of accuracy and in a timely manner
- Field, respond to and route unsolicited grant requests
- Generate grant report reminders through mail merge and distribute to grantees and process incoming grant reports
- Maintain all electronic and paper files in impeccable, up-to-date order
- Respond to and troubleshoot donors' inquiries regarding accessing their DonorCentral accounts (e.g., log-in problems, re-setting passwords)
- Assist as needed to communicate with donors regarding the grant recommendations they submit via fax, email, Adobe Sign or DonorCentral
- Assist Program staff with codifying emails and written communications in database
- Assist the Manager of Grants Administration & Scholarships to run database reports as needed
- Other administrative and clerical duties as assigned
- The Program Assistant handles highly confidential and sensitive financial and donor information

Required skills, attributes and education

- Experience with nonprofit sector and grants preferred
- Bachelor's degree required and equivalent experience in a similar position
- Skilled user of Microsoft Office (Word, Excel, Outlook and mail merge functions); experience with Adobe a plus
- Experienced and comfortable working with databases
- Demonstrated skills for drafting correspondence that is accurate and professional
- Impeccable attention to detail and willingness to check accuracy of your work product
- Excellent time management skills, aptitude for proper task prioritization, and a results-oriented work process
- Strong interest in providing high quality administrative support and a methodical approach to multi-step, precision-driven duties that are repetitive
- Friendly and professional personality, customer-service orientation
- Ability to take direction and feedback, and course correct quickly
- Professional demeanor, integrity, good judgment and problem-solving skills

- Self-starter and self-reliant but able to collaborate well with others
- Ability to handle sensitive matters with tact and discretion
- Bilingual Spanish/English a plus

Compensation

Competitive hourly compensation depending on skills and experience of applicant. Benefits for part-time employees working 20 hours per week include Paid Time Off (PTO) and a retirement plan with NVCF matching program.

How to Apply

Send resume and cover letter to julia@napavalleycf.org no later than May 31, 2017. Napa Valley Community Foundation is an equal opportunity employer. *EOE/AA*.

About Napa Valley Community Foundation

Napa Valley Community Foundation helps donors transform their passion for giving into greater impact. Now celebrating more than 20 years of service to Napa Valley, NVCF has served as a bridge between philanthropic families and hard-working nonprofit agencies since 1994, bringing people, ideas and resources together to enhance the quality of life in our community. From American Canyon to Calistoga, NVCF has distributed more than \$40 million in grants since it was founded, and currently serves as the philanthropic partner to 100 individuals, families, nonprofit agencies and corporations in Napa Valley. To learn more visit napavalleycf.org.