

III
COMMUNITY FOUNDATION
of Burke County

**COMMUNITY FOUNDATION OF BURKE COUNTY
GRANTS AND SCHOLARSHIP MANAGER**

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Benjamin S. Succop

Robert T. Turner, II

Edward D. Wall

Emily Williamson Gangi

V. Otis Wilson, Jr.

Otto H. Woerner

Reports To: President/CEO

Overview:

Founded in 200, the Community Foundation of Burke County (CFBC) is a nonprofit, tax-exempt organization that receives gifts, endowments and bequests from individuals, families, businesses and organizations. The Foundation uses distribution from these funds to make grants to qualified charitable agencies and institutions primarily serving the residents of Burke County, North Carolina. The mission of CFBC is to encourage, develop and participate in philanthropy by providing flexible giving opportunities, professional support and responsible stewardship for the benefit of donors and qualified recipients.

Position Overview: The Grants & Scholarship Manager is responsible for leading and supervising the Grants and Scholarships Committees and processes. The manager ensures that grants and scholarships are awarded in compliance with CFBC standards and policies. The manager is also a critical component of a small staff in making the organization function effectively and ensuring stakeholders' confidence in CFBC.

Key Responsibilities:

GRANTS:

- Lead and supervise the Grants Committee, ensuring effective and timely review, scoring, and feedback on all grant proposals.
- Coordinate all Committee meetings.
- Ensure grant agreements with grantees are completed on a timely basis; create voucher for Finance Director to process payment to grantees.
- Follow up with grantees to ensure required reports are submitted.
- Review all grant policies, guidelines, and application/selection processes annually to ensure they are up-to-date and effective.

123 North Sterling Street
Post Office Box 1156
Morganton, NC 28680

Tel (828) 437-7105

Fax (828) 437-0433

www.cfburkecounty.org

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SCHOLARSHIPS

- Administer CFBC scholarship cycle and assist the Scholarship Committee, as well as other outside volunteer committees. Ensure effective and timely review, scoring, and feedback completeness of all applications.
- Ensure Foundant's scholarship criteria are accurate per the scholarship agreements.
- Process scholarship vouchers once scholarships are approved by Scholarship Committee and Board of Directors. Follow up with Finance Director to ensure scholarship checks are processed accurately and submitted to the colleges/universities in a timely manner.
- Review scholarship recipients' enrollment and scholastic requirements are met each semester.

OTHER RESPONSIBILITIES

- Administrative functions, including answering phones, greeting donors and others in a professional and personal manner, filing, other responsibilities as assigned by the President/CEO.
- Coordinate logistics for CFBC events
- Assist in office management

Qualifications:

- Bachelor's degree in nonprofit management, public administration, or a related field.
- Minimum of 3 years of experience in grant management, nonprofit management, or a related field.
- Demonstrated experience in supervising committees or teams.
- Strong understanding of grantmaking processes, including proposal evaluation and fund distribution.
- Strong understanding of scholarship processes, including ability to understand all scholarship agreements and ensure scholarships are awarded in compliance with them.

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- Excellent organizational, communication, and leadership skills.
- High level of creative problem-solving skills, analytical abilities and attention to detail.
- Ability to prioritize and multi-task while exercising good judgement, maintaining a high level of donor service and value-based integrity among Foundation Stakeholders.
- Ability to work independently and willingness to work as a team to achieve the Foundation's objectives.

Salary range based on experience: \$55,000 - \$60,000 per year. Benefits include paid time off, a simple IRA retirement plan up to a 3% match, and a health insurance stipend. Applications will begin to be reviewed immediately. Position will remain open until filled.

The Community Foundation of Burke County is proud to be an Equal Employment Opportunity. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

For consideration, please send a cover letter and resume to JJ Musgrove, President/CEO at jmusgrove@cfburkecounty.org or mail to:

JJ Musgrove
President/CEO of CFBC
PO Box 1156
Morganton, NC 28655

Emailed submissions are encouraged.

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