

IIII
COMMUNITY FOUNDATION
of Burke County

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Vice Chair

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Robert T. Turner, II

Edward D. Wall

Emily Williamson Gangi

V. Otis Wilson, Jr.

Otto H. Woerner

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

Overview:

Founded in 2000, 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:

Working with and reporting to the President/CEO, the Grants and Scholarship Coordinator is responsible for these primary duties:

- Administering CFBC's scholarship cycle through the Foundation's Foundant software and coordinating with the Board of Director's Scholarship Committee as well as the various outside volunteer committees.
- Working with students who have applied, ensuring they are providing the appropriate documentation.
- Working with the President/CEO to prepare voting information for CFBC's scholarship committee.
- Administering CFBC's various grant cycles ensuring complete, accurate and proper documentation is received from each applicant and working with the President/CEO to prepare voting information for grants reviewers.
- Entering gifts received to Foundant and issuing the appropriate acknowledgement letters.
- Coordinate logistics for CFBC events.
- Accounting assistance as assigned by Finance Director and/or President/CEO
- Other duties as assigned by the President/CEO

Required Skills:

- Degree in business, finance, or related field.
- Experience working with Microsoft products.
- Experience working with database programs, preferably Community Suite's Foundant program.
- Excellent organizational skills, creative problem solving, and flexibility.
- Experience working in a nonprofit environment.
- High level of analytical ability, critical thinking, and attention to detail.
- Proven ability to prioritize and multi-task while exercising good judgement, maintaining a high level of donor and constituent service and value-based integrity among Foundation stakeholders.
- Excellent oral, written, and interpersonal communication skills.

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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- Aptitude and enthusiasm to work in a team environment, including a positive sense of humor and a solution-oriented attitude.

Salary range based on experience: \$55,000-\$65,000 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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