

~ JOB POSTING ANNOUNCEMENT ~

Charles D. Berry Foundation
The Dayton Foundation
Administrative Services Coordinator
Starting Annual Salary: \$52,938

Position Purpose: Provides oversight of administrative operations and grant management to the Charles D. Berry Foundation (CDBF), a component fund of The Dayton Foundation. The ideal candidate is highly organized, detailed oriented, computer savvy and can work independently.

Key Responsibility: Administrative Support

- Initiates and implement processes and procedures related to the day-to-day management of the Charles D. Berry Foundation (CDBF) office.
- Provides administrative support to the Executive Director and Foundation Trustees, including but not limited to, preparing correspondence, agendas, minutes, reports, compiling and distribution of board meeting materials, grantmaking, providing information regarding grant application qualifications and procedures, generating distribution of grant awards, updating operating budget, accounts payable, managing office calendar, and fielding calls.
- Periodic administrative support of the Berry Family Foundation.
- Exercising discretion and independent judgment.
- Maintains Foundation confidential information of substantial importance.
- Other duties as assigned.

Key Responsibility: Project Management

- Works independently on special nonrecurring project assignments and ongoing projects.
- Exercising discretion and independent judgment, organizes, coordinates, plans, monitors and evaluates project results.
- Represents the Foundation in a professional manner.

Key Responsibility: Database & Record Management

- Serves as lead administrator on CDBF grantmaking database.
- Learns and manages Blackbaud Grantmaking System.
- Executes written communication to grantees including award/declination letters, grant agreements, and final reports.
- Manages database for tracking Foundation records and generating reports.
- Manages the transition of converting paper files into electronic files.

Key Responsibility: IT & Website Management

Specific Duties:

- Provides oversight of IT functions in cooperation with contract IT Provider.
- Learn and manage content updates on website using WordPress software.
- Monitors and updates website content and maintenance.

Position Qualification Requirements:

Education and Work Experience

Four-year college degree in business or related field and a minimum of five years job-related experience or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Knowledge and Skills

- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Position continually requires demonstrated poise, tact, and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization and the community.
- Strong commitment to organization's mission and values.
- Excellent data entry and computer skills with Microsoft Office suite, Outlook, as well as commitment to learning and mastering Blackbaud Grantmaking System and WordPress software.
- Highly organized and able to manage multiple projects simultaneously.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing projects, tasks and demands.
- Must be able to work without close supervision.
- Excellent oral, written and interpersonal communication skills.
- Attention to detail in financial matters.
- Applicant must hold a valid driver's license, possess auto insurance coverage, and have a good driving record.

Send résumé and cover letter via fax or email to:

LaTonia McCane, Director, Human Resources

The Dayton Foundation

lmccane@daytonfoundation.org

FAX: 937-222-0636

The Dayton Foundation is an Equal Opportunity Employer.