Position Title: Director of Administrative Services

Reports to: President/CEO

About CFNF: Community Foundation of North Florida (CFNF) is dedicated to promoting and facilitating long-term charitable giving. We inform people about community needs and connect them with charitable causes they care most about. We support nonprofits by serving as both a source of grants and vehicle for building endowments for their future. We serve as a resource for professional advisors to assist their clients with charitable giving.

Position Summary: This position is an administrative focused position, primarily responsible for managing the Foundation’s grants process, providing administrative support for both the Foundation’s board of directors and Tallahassee Regional Estate Planning Council (TREPC), and managing the website.

Responsibilities and Essential Functions

Departmental Collaboration and Engagement:
- Work with colleagues to produce events and other opportunities for donor engagement and donor/grantee connection.
- Work with colleagues on the publication of the Foundation’s quarterly fund statements.

Generally
- Maintain updated rosters for the board and Foundation committees, and the CFNF agency endowments directory.
- Annually review and discuss Foundation policies with the CEO.
- Create and distribute electronic correspondence via digital platforms, as needed by colleagues.

Grants Administration
- Manage the Foundation’s grant cycles and process management. This includes, but is not limited to, twice monthly grant processing, responding to grant cycle inquiries, grant application design and review, and managing two-board appointed grantmaking committees.

Board Liaison
- Prepare and distribute bi-monthly board meeting agendas, materials, and minutes, ensuring accurate and timely communication.
- Plan and manage the logistics for board meetings and the annual board retreat.
- Assist in the development of board presentations and reports.
TREPC:
- Manage the annual membership process, including dues renewal and maintain an updated roster.
- Work with TREPC leadership as needed on the monthly meeting notification and logistics.
- Work collaboratively with TREPC leadership in planning the annual meeting of the executive board hosted by the Foundation.
- Maintain the TREPC website page.

Communications:
- With content input from colleagues, manage the foundation's website, to ensure optimization for attracting and engaging target audiences and employing an effective balance of information, story narrative, and data visualization, and photos.
- With content provided by colleagues, prepare the quarterly fundholder newsletter.

Other Duties: This job description is intended to convey the general scope of responsibilities for this role and is not an exhaustive list of duties. The foundation may require additional tasks to be performed as needed to support its goals and objectives.

Required Qualifications:
- Strong customer service orientation and excellent interpersonal and relational skills.
- Strong computer skills with knowledge of Excel and Microsoft Word.
- Excellent verbal and written communication skills.
- Excellent problem-solving, organizational, and time management skills.
- High-level of confidentiality and professionalism.


Work Environment: This position is based in an office environment with private offices.

Compensation Package: This is a full-time exempt position. CFNF offers a competitive benefits package including paid time off, retirement contribution, and medical insurance. Compensation is commensurate with experience.

To Apply: To be considered for this position, send a cover letter and resume to krolle@cfnf.org no later than August 31, 2023. The closing date is subject to change.