



Administrator – Jefferson County Community Service Fund

Position: Full-time

Department: Programs

Reports To: Operational Program Officer

Position Summary: This position is primarily responsible for working with the Community Foundation of Greater Birmingham (CFGB) team and community partners to manage the Jefferson County Community Service Fund per the terms of our contract with the Jefferson County Community Service Fund Committee. This includes (but is not limited to) managing the grant application, review, recommendation, decision, payment, reporting, and compliance functions of the Jefferson County Community Service Fund. It may also include other roles in support of the CFGB Programs Department's other activities.

The Organization: Founded in 1959 by and for the community, CFGB is a permanent charitable endowment with the mission to 'be a vehicle to ignite passion for transformational change'. CFGB directly serves Jefferson, Blount, Shelby, St. Clair and Walker counties.

Duties and Responsibilities:

The Administrator is responsible for the overall management and day-to-day activities of the Jefferson County Community Service Fund:

- Serve as primary liaison between the members of the Jefferson County Community Service Fund Committee, the Jefferson County Legislative delegations, and the beneficiaries of the Fund
- Review all funding requests in detail, prepares minutes, attend meetings, answers questions from concerned legislators, resolves funding and documentation issues
- Prepare request support file, maintain spreadsheets tracking requests, maintain all documentation, and update website
- Coordinate AP processing (vouchers, support, print checks) and monitors all outstanding checks
- Ensure all activities of the Jefferson County Community Service Fund are conducted in a timely manner and on schedule
- Provide prompt, thorough, and professional follow up with legislators, committee members, applicants, and other stakeholders and partners
- Prepare an annual report that summarizes the Fund's receipts and expenditures
- If Assistant to the Administrator is hired, oversee the management and workload of the Assistant to the Administrator
- Any other duties and activities necessary to effectively manage the Jefferson County Community Service Fund

Once the fund operations are established, based on available capacity, the Administrator may be assigned other duties related to other activities of the CFGB Programs Department, to be determined.

Interpersonal Skills:

- Integrity and sensitivity to confidentiality of donor and grantee information
- Self-directed and energetic
- Highly organized and attentive to detail
- Strong orientation to teamwork
- Prompt and responsive
- Ability to effectively communicate (verbal and written) and build relationships with a diverse group of stakeholders, including committee members, legislators, applicants, CFGB staff, and others

Qualifications, Skills and Experience:

- Minimum Bachelor's degree required
- Minimum two years' relevant work experience required (may include internship or similar experience)
- Capacity to manage complex administrative systems effectively
- Highly organized with attention to detail
- Ability to critically analyze systems and processes (internal and external) and devise strategies for improvement
- Ability to proactively develop creative solutions to complex problems and opportunities
- Proficiency with Microsoft Office programs (Word, Excel, PowerPoint, Outlook); able and willing to learn new information systems and database management (experience with same a plus)
- Knowledge of and/or prior experience with communities and nonprofits in our five county footprint a plus, particularly Jefferson County
- Knowledge of the local nonprofit sector and/or volunteer experience in the same a plus

Compensation

The salary for this position is \$50,000 – \$55,000. Starting pay will be commensurate with the selected candidate's background and experience. CFGB offers an exceptional benefits package including options for medical and dental coverage, 403(b) retirement plan, a generous schedule of paid holidays, and three weeks of vacation the first year of service (prorated).

The Community Foundation of Greater Birmingham is an Equal Employment Opportunity Employer.