



## **POSITION OPENING—Finance and Administrative Support**

The Charlevoix County Community Foundation seeks a reliable, team-oriented person to join our team of four kind, committed and supportive individuals. The Finance and Administrative Support position will assist with finance and administrative activities.

Community foundations are unique to the communities they serve. Our office is located in East Jordan, a quick walk to the South Arm of Lake Charlevoix. C3F appreciates the value of work / life balance and we enjoy a flexible, positive work culture. We've been known to close the office to walk to Marty's for ice cream and celebrate birthdays with lunch at the birthday-person's favorite restaurant. As our community changes so must our Community Foundation, so we aim to be good listeners and good partners who are responsive, nimble, and creative. We like a spontaneous brainstorm. While we are focused on intentional, incremental movement forward, we also like to dream big for this community we love.

### **THE ORGANIZATION**

The Charlevoix County Community Foundation (C3F) is dedicated to making a difference close to home. Our work aims to improve and enrich life in for people in Charlevoix County by growing charitable resources, making grants to support a variety of programs and projects, connecting donors with community needs, and working in partnership with others to address local issues.

Started in 1992 by a group of leaders in response to a challenge from the W. K. Kellogg Foundation, C3F has experienced vibrant growth and has immense potential to make a difference in our community. We work with donors, nonprofit partners, cities and townships, schools, and volunteers to move our community forward.

A 15-member Board of Trustees, representing all geographic areas of the county, provides guidance and oversight. Trustees serve on the Executive, Finance, and Investment Committees, and on the Distribution Committee, which reviews and recommends grant distributions. Advisory committees from Beaver Island, Boyne City, Charlevoix, and East Jordan assist in identifying community needs and make grant recommendations from geographic field-of-interest funds. The Environmental and Land Use Advisory Committee evaluates and makes grant recommendations related to environmental projects. The Youth Advisory Committee is made up of 15 local teens who learn about giving back to their communities by making grants to support our areas' young people.

C3F is a member of the Council of Michigan Foundations and is accredited by National Standards for U.S. Community Foundations. Regionally, C3F maintains a close working relationship with other community, family, and corporate foundations. More information about C3F is available on our website [www.c3f.org](http://www.c3f.org).

## **Position Summary**

The Finance and Administrative Support position will assist with finance and administrative activities.

## **General Responsibilities and Activities**

### ***Finance and Administrative Support***

- Utilizes C-Suite, integrated accounting/management software
- Keeps all profile records up to date, including profiles of current and past board and committee members, and maintains electronic and hardcopy filing of documents and other records
- Receives and welcomes visitors to the office, answers incoming telephone calls, processes mail
- May support bank deposits
- Supports prompt and accurate gift acknowledgement and notification
- Supports the reconciliation of credit card receipts to statements
- Supports donor advised fund grant processing
- Supports C3F events
- Ensures Conflict of Interest and Confidentiality forms are completed annually
- Manages DocuSign electronic signature tool
- Other duties as assigned by the President

### ***Office Management***

- Point of contact for office management/organization
- Oversees computer equipment and telephone service and coordinates with vendors and independent contractors for support service
- Supports digitization, retention, and destruction of documents according to policy
- Ensures adequate supplies
- Provides support for meetings held at the C3F Office
- Other duties as assigned by the President

### ***Facilities Management***

- Initiates seasonal contracts, such as landscaping and lawn care, irrigation, window cleaning, office cleaning, snow plowing, etc.
- Point of contact for as needed or emergency repairs
- Other duties as assigned by the President

**Skills, Abilities, and Characteristics**

- Ability to approach work with integrity and confidentiality
- Empathetic and collaborative team member
- Flexible and open-minded
- Self-motivated, self-directed, and trustworthy
- Accurate and attentive to detail with strong organizational skills
- Possessing strong communications skills
- Ability to reflect and learn
- Ability to learn integrated software systems
- Proficiency with Microsoft Word, Excel, and Teams
- Relevant education or experience in accounting, business, finance, or a related field
- Associate degree or higher education level preferred
- Charlevoix County resident preferred

**The Important Stuff**

- Up to full-time position
- Ample PTO days
- Flexible and positive work environment
- Professional and comfortable office space
- Compensation is closely aligned with the Community Foundation Salary Survey
- Annual 401(k) contribution

**SUBMISSION**

Please submit an email cover letter of your interest in the position, a complete resume, and salary range expectations by **July 25, 2022**, to:

[apply@c3f.org](mailto:apply@c3f.org)

**SELECTION AND START DATE**

Submissions will be acknowledged promptly. All information will remain confidential. The proposed starting date for the position is mid-September 2022 or sooner. All inquiries should be directed to the email address above. No telephone calls please.