



## SCF Gifts & Programs Associate Position Description

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### POSITION SUMMARY

The Gifts & Programs Associate will fill a key role in accurately and efficiently performing the tasks associated with assisting in: gift processing for donor funds under management, daily office functions, and content creation of social media and other communication materials.

The Gifts & Programs Associate will respond to inquiries from donors, fundholders, and nonprofit partners in a professional and courteous manner. A positive attitude is expected when greeting and interacting with board members, donors, grantees, workshop attendees, and the visiting public. Supporting tasks associated with this position include greeting visitors, filing, scanning, shredding, and basic office equipment set-up, operation, and troubleshooting. This employee will also make and/or confirm appointments made for users requesting access to the Foundation Directory Online (FDO) database onsite.

### PAY RATE

The starting hourly pay rate for this part-time regular position will range between \$22.00 and \$25.00 per hour. This employee will report to the Chief Executive Officer.

### BENEFITS

- 100% paid employee (plus 1) dental coverage
- Monthly stipend for employee-secured medical coverage (minimum 20 hrs work week)
- 401(k) retirement plan
- 11 annual paid holidays (at 4 hours each)
- 20 hours of annual paid time off (PTO)

### FIMS ACCOUNTING SYSTEM

The Gifts & Programs Associate will be trained to use the Foundation Information Management System (FIMS). This relational database and an integrated accounting program is used by the Foundation to enter gifts and post revenue and A/R (accounts receivable) transactions. This position requires continuous attention to detail and highly developed organizational skills. Excellent data entry skills are required when using FIMS and accuracy is paramount when recording entries to maintain data integrity. Associated tasks include exporting of data from FIMS to create spreadsheets, reports, charts, mail-merge documents, and presentations.

### WORK SCHEDULE

The Gifts & Programs Associate is a regular part-time hourly position of 16 to 20 hours per week. The employee will work three to five days, Monday through Friday between 8:30 am and 4:30 pm. With CEO approval, the employee can set a flexible weekly work schedule to help accommodate personal needs (transportation, childcare, etc.). Work schedule may vary slightly depending upon the needs of the Foundation. There may be some weekend or evening work required, but this will be infrequent.

### DUTIES & RESPONSIBILITIES

1. Review and log all gifts and contributions received by check or online through PayPal. Create, merge, and print gift acknowledgment letters to donors, business letters, envelopes, and labels.
  - a. Assemble binders, folders, files, and organize documents for signature, distribution, and filing. Track in-kind support from donors and sponsors and send gift acknowledgements. Prepare gift reports and correspond with donors.

- b. Prepare donor status reports and presentation materials as required. Help create presentations (slides), handouts, and marketing materials for training sessions and other Foundation meetings.
  - c. Operate computers, printers, scanners, and Fax and copy machines to produce and duplicate documents. Use Productivity Software such as Google Workspace and Microsoft Office. Organize and manage data files, send and receive email attachments.
  - d. Use the internet and web browsers to conduct searches, access information, update SCF website pages and content, create hyperlinks, and upload/download information.
  - e. Help gather other records and materials needed to provide relevant financial data, schedules and reports required by SCF auditors to create Financial Statements and prepare Form 990 tax returns.
2. Manage SCF's Nonprofit Partnership Program; draft and send correspondence (email and letters) to program members and sponsors, including solicitation letters, program invitations, membership renewal letters, and confirmation letters. Create workshop registration lists and sign-in attendees. Coordinate training-day logistics and support with staff and facilitators. Maintain a filing system for training presentations and materials and attendee registration forms.
    - a. Prepare and make copies of workshop materials and handouts, reserve training and meeting venues, and arrange for speakers/trainers. Help set up and take down computer equipment and speakers, and collect materials.
    - b. Keep an inventory of existing and needed supplies and consumable items (beverages, paper items, and snacks) used for scheduled workshops.
  3. Greet expected and unexpected visitors and guests; receive, transfer, and return phone calls; take messages, send and receive faxes. Make trips to the post office, bank, local businesses, schools, and other nonprofit agencies as needed. Open and date-stamp incoming mail and packages; help prepare and send outgoing mail and packages. Assist with general filing, and perform document scanning and shredding.

## **EDUCATION**

1. A high school diploma is required. A Bachelor's Degree in Business, Marketing or Communications, Accounting, or other related business field is highly desired.
2. A minimum of 3 years' experience in performing all or majority of the above duties and responsibilities with minimal supervision is desired. Familiarity or working for a nonprofit organization is strongly preferred.

## **QUALIFICATIONS, SKILLS & EXPERIENCE**

- Willingness and commitment to support the mission, policies, and goals of the Solano Community Foundation.
- Impeccable ethics, highly developed sense of performance accountability, and unflinching trustworthiness.
- Excellent use of the English language, both verbally and in writing.
- Excellent skills in listening, oral, and written communication. Demonstrated ability to work with people regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
- Sensitive to the necessity for maintaining confidentiality when working with donor, grantee, and financial information and issues.
- Self-starter; ability to set and meet deadlines and work independently.

*Solano Community Foundation is an equal opportunity employer committed to diversity, equity and inclusion.*

**To apply for this job posting, please email resume with cover letter to [scfadmin@solanocf.org](mailto:scfadmin@solanocf.org)**