

## **Assistant to the Executive Director**

### **Organization Overview**

The Tuscola County Community Foundation's (TCCF) mission is to make Tuscola County a better place to live by maintaining a permanent philanthropic endowment base which will assist and fund a variety of efforts, turning needs and dreams into realities. TCCF administers over 100 charitable funds, most of which are permanently endowed. To learn more, visit [www.tuscolaccf.org](http://www.tuscolaccf.org).

### **Position Overview**

The Assistant to the Executive Director is a part-time (18-20 hours a week) position with flexible hours. The position reports to Executive Director and operates under the policies and procedures established by the TCCF's Bylaws, National Standards, TCCF Board Resolutions and Fund Agreements.

### **Responsibilities**

- Work collaboratively with colleagues, board trustees, volunteers and community partners
- Take minutes of board and committee meetings as assigned
- Assist and support Executive Director in organization operations as assigned
- Assist with monitoring process for scholarship applications and awarded scholarships
- Assist with preparation of grant application process, prepare grant agreements and oversee grantee final reports.
- Provide support to Future Youth Involvement, the youth advisory council of the Foundation
- Manage filing/record keeping system
- Assist with social media and website updates
- Assist with various functions of the foundation, including communication (email, phone, face-to-face and written) with donors, fund founders, charitable agencies, grant and scholarship committees, applicants, grantees, and the public.
- Assist with the collection of data for various projects and publications
- Manages logistics for hosted meetings
- Monitors and maintains office supply inventories

### **Qualifications**

- Strong organizational skills
- Excellent communication skills, both written and oral
- Flexible and adaptable style as organizational needs change
- Customer focus and ability to maintain strong relationships with a diverse group of donors
- Ability to work successfully in a self-directed environment and as part of a team on shared projects
- Excellent computer skills, including familiarity with Microsoft Office products (MS Word, Excel, Power Point, Outlook) and social media
- Ability to prioritize work, balance multiple priorities, meet deadlines and produce quality results on time with attention to detail
- Understand and maintain confidentiality of sensitive information and data
- Professional demeanor and appearance, diplomacy, and strong judgment
- Able to give and receive positive feedback, affirmations and constructive criticism

## **Experience and Education**

- Minimum Associates Degree or equivalent work experience
- Experience in non-profit organizations a plus
- Database proficiency and Microsoft Office products/programs ( MS Word, Excel, Power Point)
- Excellent communication skills

## **Salary**

- Compensation commensurate with knowledge, skills, education and experience.

## **How to Apply**

- Send cover letter, resume and response to the three (3) questions listed below to: John Hunter, Executive Director, TCCF, P.O. Box 534, Caro, MI 48723 or email to: [Jhunter@tuscolaccf.org](mailto:Jhunter@tuscolaccf.org)

(1) What makes you an exceptional candidate for this position?

(2) Why TCCF?

(3) What Microsoft Office Suite programs do you know well? Describe how you've used them in your work.