

JOHN'S ISLAND FOUNDATION

POSITION TITLE: Administrator

CLASSIFICATION: Part Time estimated at 20 hours/week, with some weeks at 30 and some at 10; flexibility in scheduling.

REPORTS TO: President, John's Island Foundation

ORGANIZATION: The John's Island Foundation raises funds from the John's Island community for the purpose of making grants to fund capital requirements to agencies serving the economically disadvantaged in Indian River County. The Foundation seeks to make grants to agencies whose programs are primarily directed toward supporting basic human needs such as food, shelter, assistance with disabilities/health issues, safety from abuse and children's education.

The Foundation is celebrating its Twentieth Anniversary this year. It has awarded more than \$11 million in grants over the past two decades, including \$749 thousand to 26 agencies in 2018-19.

POSITION SUMMARY: Administrator will be responsible for supporting the Foundation's fund raising, grant making and administrative activities.

- **Fund Raising Administration:** Responsible for supporting the VP of Development's activities in public relations, donor communications, event management and donor data base management.
- **Grant Administration:** Responsible for supporting the VP of Grants' activities in identifying and evaluating agency grant requests, agency relations and agency/grant data base management.
- **Administration:** Responsible for supporting the Foundation's Board of Directors and the Treasurer's financial team.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree
- Three years' experience with a non-profit (or equivalent) organization
- Proficiency in donor management software (Raiser's Edge, Donor Perfect or comparable software)
- Proficiency in Microsoft Office

PERSONAL CHARACTERISTICS:

- Positive interest in the John's Island Foundation mission.
- Strong organizational and time-management skills

- Attentiveness to detail
- Written and verbal communication skills
- Ability to collaborate with the Foundation team, while working independently.

HOURS, SALARY, BENEFITS: The Administrator is a part-time position, estimated to be equivalent to 20 hours per week, with some weeks at 30 and some at 10 hours. The position offers flexibility in scheduling those hours. The Foundation is prepared to offer training in donor management software. Salary is negotiable based on skills and experience.

CONTACT: Emily Sherwood, President, John's Island Foundation
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