



Administration and Operations Manager Job Description

ORGANIZATION OVERVIEW

Cobb Community Foundation (“CCF” or “Foundation”) is a grant-making public charity that builds and grows resources to enhance quality of life in Cobb County and beyond. CCF’s mission is inspiring charitable giving, building resources for the future and connecting donors who care with causes that matter. Our vision is a community fully engaged in meeting needs now and into the future.

We work closely with individuals and businesses who have established charitable funds, non-profits who are serving our community, and other community stakeholders who, like us, are working to create a higher quality of life in Cobb.

POSITION OVERVIEW

The Administration and Operations Manager has primary responsibility for the bookkeeping and financial transaction processing of the Foundation and the administration of its database of charitable funds, organizations and individuals. The Administration and Operations Manager will also provide full administrative support to the President and clerical support to the Donor Services & Development Manager and Communications Manager. The accuracy, efficiency and, most of all, the integrity of this individual are key to the Foundation’s continued growth and positive impact in Cobb County.

RESPONSIBILITIES

Bookkeeping and Transaction Processing

- Cash and security transaction processing
- Cash management
- Bi-weekly payroll entry and invoicing
- Bank and merchant account reconciliation
- Assistance with month-end close and financial statements, annual audit & 990 preparation

Operations

- Fund opening and closing
- Database maintenance
- Review and approval of system-generated transactions and correspondence
- Management of monthly and quarterly statement fund processes

Office Management

- Greeting visitors, answering Foundation phones and monitoring generic CCF Team email, handling needs or engaging appropriate team member
- Scheduling of board meetings, executive committee meetings and others as requested
- Management of catering needs for board meetings, executive board meetings, and others as requested
- Maintenance of office supply and marketing materials inventory

Administrative Support

- Management of President's calendar
- Preparation/printing/mailing of information as needed
- Event planning support as needed

This job description is intended to be general and will evolve over time and is subject to periodic updating. CCF fosters a team mentality, with team members providing assistance to one another and sharing or temporarily transitioning responsibilities as needed to ensure that community, fundholder, donor, management and board expectations are met or exceeded and that all team members are able to succeed.

QUALIFICATIONS

Required Experience And Education

- High school diploma
- Minimum 5 years full-time work experience
- Minimum 1 year bookkeeping or similar experience with extensive use of business accounting software
- Stable employment history with a high degree of integrity, responsibility and trust
- Highly proficient in Excel, Outlook and Word, proficient with database concepts

Desired Experience And Education

- Bachelor's or Associates Degree
- Community Foundation experience
- Experience with iPhi (most preferred), FIMS, or another system commonly used by community foundations

Skills Required For Success

- Excellent interpersonal skills, with a high level of confidentiality, discretion and professionalism
- Ability to work both independently and as a member of a team
- Extreme attention to detail
- Excellent time-management and organizational skills
- Excellent problem-solving skills
- Excellent verbal and written communication skills, including use of proper grammar

OTHER IMPORTANT INFORMATION

Position: Full-time exempt

Salary: \$35,000 - \$40,000

Benefits:

- 13 paid holidays
- 15 days paid time off
- Other benefits currently under consideration

Location through 12/31/2019:

Cobb Chamber of Commerce Building
240 Interstate North Parkway
Atlanta, GA

Location beginning 1/1/2020:

10th Floor
1100 Circle 75 Parkway
Atlanta, GA
(Co-located with Cobb Chamber)

Attire: Business casual

Hours:

8:30 a.m. – 5:00 p.m.

Deadlines, initiatives and events periodically require work outside of these hours.

Work Environment:

CCF has a small, close-knit staff, and we work in a small, open, professional environment. We respect one another and believe that all people deserve respect. We work very hard, help one another and the Foundation to succeed. We are honored and humbled to do the work we do to make our community even stronger.

If you share these values, believe you would succeed at and enjoy the work described, have the education, experience and skills required, we hope you contact us. Please send your resume and cover letter to Barbara Garner at Barbara@CobbFoundation.org.