COBB COMMUNITY FOUNDATION
YOUR LEGACY STARTS NOW

Foundation Associate
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 Foundation Associate is entry level role, providing the right person an entrée into long-term career with a dynamic nonprofit organization that is helping Cobb County and those in and around it to thrive. The Foundation associate will provide administrative and operational support for the entire CCF team, creating exposure to every role in the organization as well as our fundholders, donors and other key stakeholders.

RESPONSIBILITIES

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
- Meeting coordination and support for CCF staff
- Event planning support as needed

Operations

- Fund opening and closing
- Database maintenance
- Review and approval of system-generated transactions and correspondence

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

- College degree
- Demonstration of stable employment history with a high degree of integrity, responsibility and trust
- Highly proficient in Excel, Outlook and Word, proficient with database concepts

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 correct grammar

OTHER IMPORTANT INFORMATION

Position: Full-time exempt

Salary: $40,000 - $45,000

Benefits:

- 13 paid holidays
- 15 days paid time off
- $400 monthly allowance for health insurance

Location:
10th Floor
1100 Circle 75 Parkway
Atlanta, GA

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 CCFTeam@cobbfoundation.org.