



Community Foundation of the Lowcountry is a 501(c)(3) nonprofit organization committed to strengthening our Lowcountry communities through grantmaking, scholarships and working with donors to establish charitable funds. Our office is located in Hilton Head Island; we serve Beaufort, Jasper, Hampton and Colleton Counties

Program Associate

We are seeking a talented and resourceful Program Associate to support the grantmaking team. Reporting to the VP for Community Investment, this associate will be an integral member of the Program Office, which is responsible for implementing, presenting and reporting all foundation programs.

A detail-oriented worker with a genuine interest in the Lowcountry, the associate will have the opportunity to interact with nonprofit leaders, students and volunteers. This is a unique opportunity for a collaborative and driven individual who is excited by the opportunity to learn all aspects of grantmaking, scholarships and nonprofit capacity support.

Key Responsibilities

The Program Associate will be responsible for the following activities:

- Conduct due diligence on prospective nonprofit organizations seeking grants
- Process grant requests and/or scholarship applications
- Maintain accurate files for grants and/or scholarships
- Attend committee meetings and record minutes
- Provide donor support
- Serve as liaison for giving circles, community groups, and Program Office funds
- Present programs to outside groups
- Provide technical support to constituents
- Attend meetings within four-county service area when necessary
- Support VP for Community Investment as needed

CORE COMPETENCIES

The Program Associate will possess the following qualifications:

- Robust technical skills, proficiency in Microsoft Excel, Word and Outlook, experience with Access is preferred; comfortable learning new programs
- Strong analytical skills particularly with quantitative data
- Problem solving skills and ability to develop solutions in a changing environment

- Ability to manage multiple projects simultaneously, proven ability to work collaboratively as part of a team and a willingness to jump in where needed, yet capable of working independently
- Highly developed interpersonal skills with the ability to develop relationships with both internal and external stakeholders, experience with client services preferred
- Ability to represent the foundation in a highly professional and supportive manner
- A work style that includes flexibility, adaptability, and a positive outlook
- Eagerness to learn and to serve
- Demonstrated passion for the social sector
- A Bachelor's degree is required

Community Foundation of the Lowcountry is committed to creating a diverse, equitable and inclusive workplace.

To apply for this position please send your resume and cover letter, by June 9, 2019, to: humanresources@cf-lowcountry.org. No phone calls please.