



## Program Assistant, Community Investment

### About Arkansas Community Foundation

For nearly 50 years, Arkansas Community Foundation has engaged people, connected resources, and inspired solutions to build strong communities in our great state. As the state's largest grantmaker in the number of grants made, the Foundation uses all its capital – social, moral, intellectual, reputational, and financial - to leverage its network of community leaders and philanthropists to create places where our kids want to raise their kids.

The Foundation works in all 75 counties primarily through a network of 29 local offices with local board leadership. With assets of almost \$1 billion, the Foundation makes more than 5,500 grants a year mainly through donor-engaged grantmaking. The Community Foundation deploys its assets – financial and otherwise – through what it calls the Aspire Framework based on data and indicators. Currently, its initiatives include early childhood health and education and food security.

The Community Foundation is guided by these core values:

We are **LOCAL**. We support local decisions to meet local challenges.

We are **INCLUSIVE**. We seek broad community involvement and all points of view.

We are **STEWARDS**. We take seriously the public's trust.

We are **STRATEGIC**. We strive to achieve positive long-term results.

In addition, our work culture emphasizes these key tenets:

**Relationships** are our priority:

- We have respect, empathy, and appreciation for each other, nonprofit partners, donors, and other constituencies.

**Stewardship** is our duty:

- We are mindful that the assets we deploy are not "ours," and we strive to be responsive to donors and nonprofits who have entrusted us to do good for our communities.

**Joy** is our intention:

- We are grateful, flexible, and have fun doing the work we do.

### The Position: Program Assistant, Community Investment

The Program Assistant is a key member of the Community Investment team working closely with the Chief Program Officer and Community Investment team to carry out the strategic work of the Community Foundation. The Program Assistant is looking to support community-based work in a fast-paced and growing organization.

### Experience and Qualifications Needed

- Demonstrated cultural competence as it relates to community-based work



- Excellent written, verbal communication and interpersonal skills
- Knowledge of Arkansas and/or rural community development work
- Collaborative team style and supervisory experience a plus
- An entrepreneurial and inquisitive mindset
- Ability to influence positive change and to collaborate creatively with diverse stakeholders

**Salary Range** - Salary range is \$40,000-\$48,000 based on experience and demonstrated success.

**To Apply** - Please email a cover letter and resume to [HR@arcf.org](mailto:HR@arcf.org) with "Program Assistant, Community Investment" in the subject line by January 9, 2025. **The cover letter should address these questions:**

- Describe your interest or previous experience in Arkansas philanthropy and rural communities across the state.
- Why do you want to work at Arkansas Community Foundation?



<b>Job Title:</b>	Program Assistant
<b>Employed By:</b>	President/CEO
<b>Reports To:</b>	Chief Program Officer
<b>Status:</b>	Regular Exempt Employee
<b>Purpose of Position:</b>	This position supports the Foundation's community investment work including administration and data and project management of grantmaking, community leadership initiatives.

### **Principal Responsibilities:**

#### ***Programmatic***

- Provide project management support to community investment team, including administrative support with invoices, grant processing and payables tracking
- Support the synthesizing and execution of community investment priorities
- Prepare, review, and edit reports, meeting materials and proposals
- Coordinate and support guest speakers and agenda preparation for internal and external meetings
- Manage all logistics for community investment meetings and convenings, including scheduling, arrangement of meeting space, catering, handouts, transportation, and technology
- Conduct research on current issues in philanthropy, the nonprofit sector, early literacy, food security and other topics as assigned
- Meet with partners and current/potential grantees to gather information, assist with grant applications, etc.

#### ***Grants Management***

- Support core programmatic activities such as partner relationships, proposal development, and grant processing
- Oversee the life cycle of approved grants by managing an accurate, timely grant reporting process in coordination with the Foundation's program officers
- Support fiscally sponsored projects with tracking, processing and payments
- Support statewide grantmaking efforts including grant set up, grantee communication, reporting, compilation, and results tracking
- Support organizational data management by monitoring, collecting, and analyzing data presented as part of the grants process
- Ensure accurate coding and external reporting of grant data
- Become proficient in all grant database functions; assist with running reports, updating grant applications and managing information flow during grant cycles



### ***Affiliate Support***

- Assist Affiliate Director and Officers, as needed, with meeting logistics, data entry and tracking, meeting minutes, board and board committee coordination
- Compile and track information needed regarding required affiliate training
- Serve as back-up help-desk support for affiliate staff when Affiliate Director and Officers are on the road/unavailable
- Support efforts to boost social media at the affiliate levels, may include photography and blog writing or editing
- Assist affiliate staff in updating database records as needed

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Exceptionally strong organizational skills, sharp attention to detail, and persistence in following through on projects
- Excellent written and oral communication skills
- Proven ability to prioritize and handle multiple tasks independently; effective management of shifting priorities and time-sensitive projects to meet deadlines
- Excellent computer skills and a willingness to learn new tools and systems, proficient in Microsoft Office
- Demonstrated flexibility, maturity, and ability to work as a team with program staff, consultants, and persons outside the Foundation
- Customer service oriented with high level of discretion with confidential information.
- Strong work ethic and an unquestioned reputation for honesty and integrity.

### **PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience with the nonprofit sector, including program management, grantwriting/development or communications

### **Benefits:**

- 401(k)
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

### **Schedule:**

- Monday to Friday

**Work Location:** In person; Little Rock, Arkansas