



JOB DESCRIPTION  
Program & Office Manager  
3 Rivers Community Foundation

Responsible to the CEO for management of grant and scholarship programs, administrative/bookkeeping functions, and support of 3RCF's mission.

Position: Program & Office Manager  
Reports to: CEO  
How to Apply: Please send a cover letter and resume to [abbey@3rcf.org](mailto:abbey@3rcf.org)  
**No calls please**

**Principal Responsibilities:**

1. Managing 3RCF grant and scholarship programs from application to funding to follow-up.
2. Use grant-management software to manage programs.
3. Use fund-accounting software for general bookkeeping.
4. Manage gift acknowledgment, filing, and other administrative processes.
5. Provide support to CEO in providing donor services and fund development.
6. Other functions as requested in support of 3RCF's mission.

**Minimum Qualifications:**

1. Knowledge and 3-5 years of experience working in a nonprofit organization, preference for experience in program management and/or philanthropy.
2. Administrative experience including maintaining files, organizing data, tracking multiple processes at various stages.
3. Strong organizational and administrative skills, with the ability to be a self-starter and handle multiple projects simultaneously with attention to detail and accuracy while adhering to deadlines.
4. Fundraising experience, especially experience working with donors over time.
5. Capable of building and maintaining congenial professional relationships with donors, board members, and community agencies.
6. Ability to communicate effectively when representing 3RCF in all business development and donor cultivations.
7. Ability to exercise good judgment and discretion, strong ethical character capable of handling confidential and financial information.
8. Ability to effectively function in a small team setting.

9. Knowledge and understanding of needs of the Tri-Cities area or ability to quickly learn those requirements.
10. Knowledge of basic financial and accounting systems, such as QuickBooks, Office 365 products, and experience becoming proficient in new software systems.
11. Grant writing and/or grant management experience.

**Preferred Qualifications:**

1. Bachelor's Degree preferably in Business or Public Administration, or equivalent experience.
2. Familiarity with the concept and purposes of foundations and their relationship to their constituencies.
3. Knowledge of community resources.

**Roles and Responsibilities:**

1. Maintain all financial and fund records.
2. Use grant-management software to set up, run, and complete grant cycles including creating and promoting the application, coordinating evaluations by the Board, processing approved grants, and overseeing grant follow-up reports.
3. Use fund-accounting software to enter and process donations and revenue, provide donor acknowledgement, and to enter and process bills.
4. Set up, run, and complete scholarship programs including creating and promoting the application, coordinating the selection process, processing approved awards, and overseeing follow-up.
5. Support the CEO in providing donor services and fund development. To include meetings with donors, tracking prospects, and responding to donor requests.
6. Provide input to improve the processes of 3RCF.
7. Create relationships with nonprofits and serve as a resource for grant applicants.
8. Other activities to promote the mission of 3RCF which may include planning and attending special events, supporting marketing activities, developing new programs, and other duties as assigned.

**Physical Demands:**

Those demands typically needed in an office environment, i.e., sitting for periods of time, lifting and moving objects, climbing stairs, walking, reaching, etc. Reasonable accommodation can be made to enable individuals to perform essential duties.

**Work Environment:**

The workplace is the usual and customary office environment. Some activities are accomplished outside of the office.

**SPECIFICS**

- Salary: \$23-25 per hour  
Hours: Full-time (8:30am – 4:30pm)  
Benefits: PTO, 401k (employee contributions only)