



**NEW MEXICO**  
*Community Foundation*

**Program Assistant**

Job posted January 30, 2019

**Overview**

The Program Assistant supports the grantmaking department at New Mexico Community Foundation in the capacity of administrative assistant related to all scholarships and grants, including emergency grants, donor advised grants and community grants. The Program Assistant reports to the Grant Manager.

This is a part-time (20 hours per week), non-exempt position.

**Responsibilities**

**Emergency Grant Program**

- Maintain and update database of nonprofit partner organizations, including 501(c)3 due diligence
- Assist grant manager with review of emergency grant requests, as needed, and make recommendation regarding approval; Process grant approval paperwork and other necessary correspondence to nonprofit organizations
- Follow up with nonprofit organizations regarding application questions and document tracking
- Assist grant manager with annual reporting requirements
- Review and approve all requests in grant manager's absence
- Maintain electronic filing system

**Donor Advised and Community Grants**

- Assist grant manager with grantmaking due diligence; Enter and update nonprofit organization information in database
- Enter grants in software and run correspondence for grant manager approval
- Mail grant letters and checks weekly
- Maintain electronic filing system
- Assist grant manager with any document preparation; Follow up correspondence and/or report tracking related to NMCF's community grant cycles

### **Scholarships**

- Assist grant manager with scholarship grant entry
- Prepare correspondence to students and universities
- Maintain electronic student files, including tracking documentation to determine/maintain eligibility each semester
- Update university and college information in database
- Assist grant manager with preparation of packets and any other necessary information for scholarship selection committees

### **Other Tasks as Assigned**

Provide general administrative assistance to NMCF grant department as needed. The omission of a job function does not preclude management from assigning duties not described here.

### **Education/Experience**

- A Bachelor's degree and/or experience in the nonprofit world preferred

### **Knowledge, Skills and Abilities**

- Excellent oral and written communication skills
- Excellent organizational skills
- Attention to detail and deadlines
- Strong grammar and spelling skills
- Ability to maintain confidentiality
- Problem solving skills and sound judgement
- Ability to multi-task and adapt to a changing work environment
- Ability to receive direction from supervisor and be a team player
- Proficiency in Microsoft Office, experience in Blackbaud software (RaisersEdge) and GrantedGE preferred
- Aptitude in learning new skills, including software
- Valid New Mexico driver's license and current auto insurance

### **About New Mexico Community Foundation**

New Mexico Community Foundation (NMCF) was started in 1983 by a small group of dedicated and visionary volunteers who believed in the power of philanthropy as a tool for inspiring creative, community-based change and prosperity.

For 36 years, NMCF has distinguished itself as a leader in philanthropy. We pool resources to support New Mexico's most underserved communities, strengthen New Mexico's nonprofits, and grow philanthropy, especially in rural New Mexico. Our mission is to steward resources, build partnerships, and create opportunities that transform lives and communities throughout New Mexico.