



COMMUNITY FOUNDATION FOR THE ALLEGHENIES

SERVING BEDFORD, CAMBRIA, SOMERSET, AND INDIANA COUNTIES

Job Opening: Donor Services Administrator

April 2, 2024

Job Title: Donor Services Administrator

Supervisor: Director of Donor Services

Hours: 8:30-4:30 M-F, with paid lunch, some evenings for meetings/events

Location: Foundation office, 216 Franklin St., Johnstown PA. This is not a work-remote position.

Rate: Full-time with generous benefits; \$30,000-\$35,000 annual salary depending on experience

Core Responsibilities

- Add donations to our operational software
- Manage gift acknowledgement process
- Import reports for online gift portals
- Run recurring donations and follow-up with donor, if needed
- Manage Holocaust Museum trips through the Blanche Beerman Fund and related activity
- Oversee full operations of administering scholarship program online and with donors and school districts
- Create and manage online scholarship application process and reports
- Scholarship certificate presentations at school districts
- Scholarship informational presentation to community groups
- Quarterly scholarship review with development staff

Support and General

- Get to know our donors
- Assist in special events as needed
- Proactively ask questions and suggest process improvement
- Provide editing/proofreading support, as needed
- Suggest content to Communications Coordinator

Ideal Candidates

- Excellent written and verbal communication skills
- Expertise in Microsoft Office, especially Excel and Word for tasks like mail merging
- Organized with attention to detail
- Strong time management skills and ability to multi-task
- Strong interpersonal skills, with the ability to anticipate needs and ask questions in a team environment
- Comfortability speaking with others and walking others through processes both on the phone and in-person
- Google Suite expertise
- Bachelor's degree preferred



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Other

- This is a full-time, exempt position. Full-time employees regularly work at least a 37.5-hour workweek in a business environment. Exempt employees are not entitled to overtime pay.
- All employees are on an introductory period during their first 90 days of employment. During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. The completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

To Apply

Submit one email including cover letter, resume, and three letters of references to Koren Till at ktill@cfalleghenies.org. Applicants will receive an email confirmation upon receipt of requested materials.

Applications will be considered on a first-come basis with a final deadline of **April 21, 2024**.

Our Mission

We empower everyone in our community to understand how their philanthropy can leave a lasting legacy in our region.

Our Vision

We envision an inclusive and engaged culture of philanthropy that grows an abundance of resources that have a perpetual impact in a thriving region.

Our Equity Statement

The Community Foundation for the Alleghenies is committed to working toward a diverse, equitable, and inclusive society, where all individuals feel valued and respected. We are committed to taking a nondiscriminatory approach in our policies and actions, respecting diverse life experiences and heritages, and ensuring that all voices are valued and heard.