



JOB DESCRIPTION

ABOUT TGKVF:

Established in 1962, The Greater Kanawha Valley Foundation is a philanthropic leader that helps donors, nonprofits, and other collaborative partners strengthen our community so all of the people and places we serve have the opportunity to thrive.

The Greater Kanawha Valley Foundation is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. These values are central to our mission and to our impact.

JOB TITLE:

Program Associate

JOB SUMMARY:

The Program Associate performs administrative tasks in The Greater Kanawha Valley Foundation's scholarship and grants divisions. This person implements and monitors the Foundation's grants management software program, working externally with scholarship applicants and internally with grants and scholarship staff. The Program Associate will also assist with logistics of program-related events such as the Scholarship Reception, grantee trainings, and other events.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Utilize the grants management system database to update scholarship and grant information, ensuring data integrity
- Assist Scholarship Program Officer in managing scholarship portfolios, including regular scholarships and special initiative scholarships
- Provide support to Scholarship Program Officer in conducting meetings of the Scholarship Committee(s)
- Assist Scholarship Program Officer in reviewing applications to ensure eligibility and identify missing information or documents, notifying applicants as needed
- Prepare grant and scholarship agreements, award letters, and declinations, generating acknowledgement and other reports as needed
- Assist Grants Program Officers with quarterly application processing and grant request materials, including internal coding and document generation
- Provide reports, responses to inquiries, and scholarship and grant histories as requested
- Assist with and make preparations for program events, such as high school award ceremonies, college fairs, Scholarship Reception, grant trainings, etc.
- Communicate externally with scholarship applicants and award recipients and internally with Foundation staff and committees
- Monitor payments for all grant and scholarship recipients as needed
- Stay current with grant and scholarship programs to field inquiries when program officers are unavailable
- Provide due diligence, letter generation, and additional support as needed for affiliate organizations
- Work with Grants Manager to review internal processes and work with staff on updates and revisions as necessary
- Provide applicant technical assistance as needed
- Exercise creativity by assisting program team with software solutions

- Provide back-up support for office administration and reception duties, including processing checks and other mail
- Undertake special projects as assigned

CONFIDENTIALITY:

Personal information on donors, grantees, scholarship recipients, other customers, and staff is to be kept confidentially. Violation of this confidentiality can result in corrective action, up to and including dismissal according to TGKVF policy and procedures.

RESOURCES AND METHODS:

Employee must have excellent technology skills and be proficient at using a Microsoft Windows-based computer and software applications needed to perform duties (Microsoft Word, Excel, Outlook, and the Internet). Google Suite proficiency preferred. Employee will be trained on grants management software and other software.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORKING CONDITIONS AND ENVIRONMENTAL ISSUES:

The Program Associate must be an excellent communicator.

KNOWLEDGE, ABILITIES, AND SKILLS:

To perform this job successfully, the employee must be able to multi-task and perform each duty satisfactorily. Technology skills a must.

REPORTING RELATIONSHIPS:

The Program Associate reports to the Chief Program Officer.

REVIEW PROCESS:

Semi-annual and annual reviews will be conducted by the Chief Program Officer.

EDUCATION AND EXPERIENCE:

- Experience in scholarship and grants administration and/or higher education preferred;
- Bachelor's or Associate's degree preferred;
- Familiarity with and/or ability to learn Blackbaud Grantmaking and/or Foundant; html; Google Suite; EventBrite; and DocuSign software;
- At least three years of experience in the nonprofit sector as an employee or volunteer;
- Excellent computer and office skills: MS Word, Excel, Outlook, and relational database experience;
- Proactive and responsive, with a strong customer orientation; good presentation skills and ability to explain complex processes to others;
- Strong communication skills, and a high level of self-motivation.

KEY JOB COMPETENCIES:

To perform the job successfully, an individual demonstrates the following competencies:

- **Interpersonal Savvy:** Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably

- **Technical Learning:** Picks up on technical things quickly; can learn skills and knowledge; is good at learning new industry, company, product, or technical knowledge – like internet technology; does well in technical courses and seminars
- **Written Communications:** is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect
- **Action-Oriented:** Enjoys working hard; is action-oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes opportunities
- **Creativity:** Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings
- **Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis
- **Drive for Results:** Can be counted on to exceed goals successfully; is constantly one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results
- **Supervisor Relationships:** Responds and relates well to supervisors; would work harder for a good supervisor; is open to learning from supervisors who are good coaches and who provide latitude; likes to learn from those who have been there before; easy to challenge and develop; is comfortably coachable
- **Peer Relationships:** Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers
- **Self-Development:** Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits

OTHER DUTIES AND RESPONSIBILITIES:

Any other duties as assigned by supervisor.

COMPENSATION AND BENEFITS

Annual Salary Range: \$36,000 to \$42,000

Benefits: 401(k) – 8% employer contribution
 Health Insurance
 Dental Insurance
 Vision Insurance
 Vacation and Sick Time
 Paid Parking
 Professional Development

DEADLINE TO APPLY:

September 15, 2023

PLEASE SEND COVER LETTER AND RESUME TO JANE POWELL: jpowell@tgkvf.org