Job Overview

JOB TITLE: Foundation Coordinator
STATUS: Part-Time
LOCATION: Beaverton, Oregon
HOURS: Hours weighted during busiest months:

  Cycle 1: February, May, June
  Cycle 2: August, November, December

Background
The Reser Family Foundation was formed in 2010 to honor the legacy of family values cherished by Al and Pat Reser. The Foundation makes charitable contributions in the areas of the arts, education, environment and health that result in broad public benefit, primarily in Oregon.

The Foundation supports several grant programs:

1. Two responsive grant cycles per year - Fast Track and Midsize.
2. Small Community Initiative focused on strengthening rural communities.
3. Statewide Grant initiative that encourages organizations serving statewide.
4. A variety of invitation-only grant initiatives and scholarship programs that support specific Foundation goals.

The Foundation has an active board, an Executive, Advisory and Finance Committee including a Next Gen Council.

Grant Management Assistance

1. Responds to Letters of Inquiries (LOI) and Grant Requests
2. Fields calls from non-profit organizations interested in partnering with the Foundation
3. Organizes and maintains electronic files of grant documents and resources
4. Reads, analysis and summarizes Grant Requests and LOI’s in the on-line Grant Management System
5. In conjunction with Executive Director, follows up on grant programs in process
6. Records Receipt of Grant Reports and summarizes Impact with a scorecard for each cornerstone
7. Works to enhance and improve grant management processes and increase efficiencies
8. In conjunction with Executive Director, attend and summarize Site Visits

Administrative Assistance

1. Attend and take minutes at Board Meetings and a variety of committee meetings
2. Assist with the production of materials. Distributes Board Materials in advance of meetings
3. Grant Report Study – provide summary of impact with a scorecard for each cornerstone
4. Provide Executive Director with support to design and publish an annual letter of impact regarding the Foundation’s work
5. Produce excel summary of requests in conjunction with Executive Director
6. Prepare conference room for meetings, schedules meetings with various committees
7. Handle correspondence in conjunction with the Executive Director
8. Coordinate, update and manage grant agreements and reports
9. Supports Foundation Meetings: Board, Finance, Next Gen, Advisory Committee, Summit Planning, collaborative convenings, etc. as needed
10. Support Executive Director as needed

**Skills and Qualifications**

1. Three years related work experience and a strong interest in providing high-quality administrative support to a professional team
2. Skilled user of MS Office (Word, Excel, PowerPoint)
3. Proven Experience with a Foundation and an On-Line Grant Management System
4. Demonstrated Interpersonal Skills
5. Strong document coordination skills
6. Impeccable attention to detail
7. Experienced and comfortable working with numbers and in databases
8. Ability to work well independently and with a team
9. Aptitude for proper task prioritization and a results-oriented work process
10. Ability to handle sensitive matters with tact and discretion
11. Professional demeanor, integrity, tact and good judgement
12. Dependable

**Physical Demands**

A candidates must have the ability to communicate clearly through both oral and written means and to sit for extended periods both in meetings and at a computer.

**Equal Opportunity and Applicants with Disabilities**

The Reser Family Foundation is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition or any other protected class. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at time of application.

**Application Process**

Please submit an email with resume and cover letter to marijo@thereserfamilyfoundation.org by April 4, 2022.

**Questions**

Please contact The Reser Family Foundation Executive Director at marijo@thereserfamilyfoundation.org or at 503.526.5716.