



NGCF Hiring a Part-Time Foundation Associate

Location: 340 Jesse Jewell Pkwy, Suite 605, Gainesville, GA

Job Type: Part-Time (20 hours per week)

Schedule: Monday through Thursday, 5 hours per day

About Us: The North Georgia Community Foundation (NGCF) is guided by core values that reflect its commitment to the community. These values include **philanthropy**, **community engagement**, **integrity**, and **stewardship**. NGCF strives to inspire giving, invest in nonprofit organizations, and mobilize action to strengthen the region. They emphasize the importance of building, distributing, and preserving philanthropic assets to enhance the quality of life for those in North Georgia

Job Summary: We are seeking a dedicated and detail-oriented Part-Time Foundation Associate to join our team in Gainesville, GA. The ideal candidate will be responsible for a variety of administrative tasks, including supporting our scholarship and grant programs, receptionist duties, answering phones, and providing exceptional client service. Proficiency in Microsoft Office Suite and other computer programs is essential. Please note that remote work is not an option for this position.

Key Responsibilities:

- Perform general administrative tasks supporting various NGCF projects and initiatives, such as NGCF scholarships, grant, G.R.O.W., and FDO programs.
- Serve as the first point of contact for visitors and fundholders, providing a warm and professional welcome.
- Answer and direct phone calls, taking messages as needed.
- Prepare and edit correspondence, reports, and presentations.
- Provide excellent client service, addressing inquiries and resolving issues promptly.
- Open mail, document donations received, and deliver to the appropriate team members.
- Manage and maintain office supplies and equipment.
- Handle confidential information with discretion.
- Collaborate with team members as needed.

Preferred Qualifications:

- Proven experience in an administrative and/or receptionist role.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Zoom, and other relevant computer programs.
- Experience in a client service role.
- Strong organizational skills and attention to detail

Qualifications:

- Excellent communication and interpersonal skills.
- Ability to multitask and prioritize tasks effectively.
- Ability to work independently and as part of a team.
- High level of professionalism and discretion.

Benefits:

- Competitive hourly rate.
- Vacation and sick time accrual.
- Positive and supportive work environment.

How to Apply: Please send cover letter and resume to Marci Gross at mgross@ngcf.org. ***Application cycle closes on October 15th.***