



## Philanthropic Services Administrator

### Role Overview:

The Philanthropic Services Administrator is responsible for executing grantmaking support to donor-advised fundholders, and ensures that both the foundation and grant recipients are in full compliance with IRS, state and Akron Community Foundation regulations. This position works in collaboration with our development and donor engagement department to ensure our fundholder's philanthropic visions are achieved.

The Philanthropic Services Administrator is the primary contact for the donor-advised fund grant recommendation process from intake, documentation, recording, communication to the grant recipient and check request submission. Additionally, this position is a liaison between internal departments and the public, and provides professional customer service to both internal and external audiences.

### Reporting Relationships:

Reports to the Vice President and Chief Development Officer.

Other important relationships include our fundholders and Community Investment staff.

### Primary Duties & Responsibilities:

- Process ongoing grant recommendations for donor-advised funds.
- Assists fundholders regarding the grants process.
- Communicate with grantees, as necessary, regarding fulfillment of grant requests.
- Provide support for online portal access and online grant recommendations.
- Manage online portal updates and communication processes.
- Conduct essential due diligence on grant recommendations and maintain grant records to ensure compliance with current Akron Community Foundation, IRS and state guidelines.
- Maintain donor-advised grantee certification forms to document grantee acknowledgement of prohibited benefits and self-dealing issues associated with accepting donor-advised fund grants.
- Assist in creating fund agreements based on provided information and templates.
- Enhance the services of the foundation through recommendations on policies and procedures.
- Perform administrative tasks as necessary.
- Maintains regular attendance and a visible presence in the office to be accessible to internal as well as external constituents.
- All other duties as assigned.

### Required Skills & Competencies:

- Ability to collaborate with others, including staff, board, donors, vendors, nonprofits and other organizations.
- Professional interpersonal style. Ability to interact well with a diverse range of people. Highly desired personal qualities include self-confidence, energetic and diplomatic.
- Required to maintain confidentiality.

- Ability to multitask and work under the pressure of tight deadlines.
- Ability to handle stress.
- Ability to work independently as well as in a team environment.
- Strong oral and written communication skills, in particular strong writing and editing skills.
- Strong planning and organizational skills. Ability to complete assignments independently, professionally and in a timely manner. Ability to make decisions about how to manage and organize own workload.
- Strong critical thinking, problem solving, troubleshooting and decision-making capabilities. Demonstrated ability to identify procedural problems or inefficiencies and to recommend and implement improvements.
- Ability to learn new skills, technology and tasks.
- Strong work ethic, reliable, self-motivated; seeks out ways to be productive and efficient.
- Detail-oriented and accurate.
- Proficient with basic modern office technology (computers, phones, copiers, etc.)
- Proficient in Microsoft Office 365/SharePoint and other software/applications.
- Experience with databases/CRMs.
- Familiarity with donor-advised funds preferred.

### Required Experience & Education:

- Four-year college degree or equivalent experience
- 2-3 years of experience working in a corporate, government or nonprofit setting
- Paralegal experience preferred

### Other:

- Work is primarily performed in an office environment.
- May provide backup to other administrative positions as needed or assigned.
- May need to meet outside of standard office hours or attend special events on occasion.

Akron Community Foundation is an equal opportunity employer. The salary range for this position is \$55,000-\$65,000 and also includes an exceptional benefits package, including comprehensive medical and dental coverage, 403(b) match, and a generous holiday and paid leave policy. Please send cover letter and resume with three (3) references to De Shawn Pickett at [dpickett@akroncf.org](mailto:dpickett@akroncf.org) by Friday, Feb. 13. Applications will be considered as they are received, and the position may be filled at any time.