**North Canton Medical Foundation**

**Job Description**

**Job title:** Executive Assistant & Grants Coordinator

**Reports to:** Executive Director

**General Description of Duties:**

The Executive Assistant & Grants Coordinator, under the direction and guidance of the Executive Director, is responsible for the general administration of operations of The Foundation. Responsibilities include, but are not limited to, reception, administrative and clerical support; supporting the Executive Director; planning and coordinating special events; knowledge of financial statements; maintaining donor database and donations; as well as coordinating grant applications and distributions.

**Qualifications:**

Experience in a similar position is preferred. Computer proficiency required including Windows XP, Microsoft Outlook, Microsoft Word, Microsoft Access, Microsoft PowerPoint, and Microsoft Excel. Knowledge of QuickBooks software is also beneficial.

**Education and Personal Qualifications:**

Bachelor’s degree or an equivalent combination of experience and education. Displays an attitude of interest and respect for all people and demonstrates superior interpersonal communication and organizational skills. Demonstrates enthusiasm, initiative, drive, and high moral character.

**Essential Job Functions:**

Duties performed in this position include, but are not limited to, the following:

* Provides general oversight of all of the organization’s fund development activities, manages the day-to-day operations of the development function, and monitors adequacy of strategies and tactics.
* Coordinates grant process, applications and distributions.
* Maintains donor database and prospect records, gift management systems, and informational reports.
* Coordinates special events on behalf of the Foundation by developing promotional materials, securing sponsorships, encouraging participation of the general public, and evaluation of the overall effectiveness of such events by monitoring expenses, revenue, gifts, and cost per dollar raised.
* Assists the Executive Director with budget preparation. Monitors budgeted expenses.
* Maintains and updates Foundation website, brochures, and informational materials with the assistance of a contracted vendor.
* Supports Board of Directors by preparing and copying Board and Committee meeting materials, attending Board and Committee meetings and recording meeting minutes.

**Working Conditions:**

Primarily day shift two days per week (approximately 16 hours) with flexibility. Mostly remote work from home with occasionally required in-person meetings. Combination of sitting, standing, and walking. Constant contact with individuals from a variety of backgrounds and personalities. Expected to adhere to Foundation policies and procedures. Must be fully vaccinated.

Send Resume and Cover Letter to Missy Shelton at mshelton@aultcare.com.