

CAPITAL REGION COMMUNITY FOUNDATION

POSITION DESCRIPTION

TITLE: Community Investment Administrator
REPORTS TO: Vice President of Community Investment

FLSA: FT Exempt
Updated: 7/1/2026

POSITION SUMMARY

Principal functions include administration and documentation of grants, as well as scholarship funds and committees; database management for grant and constituent records; grant reporting; and lead technical support and training for the Foundation's online grant portal.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Grants Administration and Database Management (50%)

- Process grant requests for competitive, field of interest, and donor-advised grants.
- Ensure accurate distribution of all Designated Fund distributions in conjunction with the Foundation's Finance team.
- Work with vendor and staff database administrator to create grantmaking templates, applications, reports, automation workflows, etc., related to grantmaking.
- Maintain the online grant portal that receives, tracks, and responds to grant applications.
- Train applicants and volunteers on how to use the online grant portal.
- Develop and maintain all reports related to grantmaking, including grant evaluations.
- Ensure current and accurate database information for nonprofit organizations, in conjunction with the staff database administrator.

Scholarship Administration (40%)

- Administer Community Foundation scholarship funds in compliance with scholarship guidelines, organizational policies, and applicable government regulations.
- Maintain an understanding of state/federal government activity and regulations related to higher education and grants to individuals.
- Serve as contact for local school districts and higher education financial aid offices.
- Maintain scholarship files, tracking tools, and documentation of each award.
- Ensure that external Scholarship Advisory Committees comply with requirements by providing guidance and addressing and correcting noncompliance; maintain documentation such as committee rosters, confidentiality and conflict-of-interest forms, selection process records, and recipient demographic data.
- Communicate with scholarship recipients; initiate payment to educational institutions; follow up on unclaimed or refunded awards.
- For scholarship funds with internal Advisory Committees: Create and coordinate the application forms and the process for submission; receive and prepare submissions for committee review; coordinate the selection meetings, prepare the agenda, and take minutes.

Other Responsibilities (10%)

- Investigate, interpret, and organize the history of Foundation funds, grants, scholarships, applicants, and grantees as needed
- Assist with special events and projects as requested
- Manage cemetery plot inventory and grants

- Provide back-up duties for Executive Assistant (answering phones, greeting guests, and processing incoming and outgoing mail)

Assumes other duties and responsibilities as assigned by the supervisor.

POSITION REQUIREMENTS

Education

Some college experience is strongly preferred.

Experience

This position requires at least 5 years of administrative experience that aligns with the skills needed to successfully perform the above-described duties and responsibilities.

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Exceptional attention to detail
- Accurate keyboard and data entry skills
- Excellent writing and proofreading skills
- Proficient and comfortable working with information technology, including Microsoft Office Suite, Adobe Pro, Zoom, and other online platforms
- Strong interpersonal and communication skills; strong commitment to customer service and teamwork
- Highly organized; willing and able to perform multiple job duties and projects simultaneously
- Excellent judgment and creative problem-solving skills
- Self-reliant, proactive, results-oriented
- Energetic, flexible, collaborative
- Manner and appearance consistent with a professional office atmosphere
- Valid driver's license and willingness to travel on Foundation business

OTHER POSITION REQUIREMENTS:

This position requires attending meetings and special events outside standard work hours, as well as occasional travel and time away from home. The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.