



POSITION DESCRIPTION

Communications & Programs Assistant

The Foundation for Appalachian Ohio (FAO) is a rapidly growing regional nonprofit organization, seeking a Communications & Programs Assistant to join our dynamic team and transformative mission. At the heart of FAO's work are our grantmaking and scholarship programs to create opportunities across our 32 counties.

WHAT YOU'LL DO

FAO is a nimble and team-oriented organization, requiring all staff members to contribute to a variety of responsibilities and mission-related tasks. We believe that all staff members are leaders for FAO's mission, and because we are a relatively small shop, team members frequently find themselves simultaneously responsible for very basic administrative/office duties and more advanced/strategic assignments. Position-specific duties for the Communications & Programs Assistant include:

1. **Coordination and support to FAO's grantmaking programs:** through attention to detail and grantmaking software, you will administer grantee reports, communicate with applicants and grantees, track grantees and submitted paperwork, and lend support to grant rounds from applications to awards.
2. **Distribute FAO communications materials** through e-newsletter systems, mailings, press release distribution, and website updates. To fund and support FAO's programmatic initiatives the Foundation must reach out to donors, partners, and grantees with news of the Foundation's work as well as opportunities to support it.
3. **Manage administrative and contact systems for FAO's communications and programs teams** including database management for appropriate contacts and outreach ranging from media contacts to grantees.
4. **Support to FAO's Scholarship Program:** assist with the annual Scholarship Program, which includes distributing scholarship information, processing scholarship applications and conducting due diligence, tracking program steps, and precise record keeping; preparing materials for scholarship committee review and perform any follow-up from deliberations and recommendations of the committee; communicating with scholarship recipients, fund representatives, and area high schools regarding awards; and maintaining scholarship files according to FAO policies.
5. **Communicate with partners within and external to FAO:** respond to grant inquiries from external and internal stakeholders; share updates with key partners; and manage questions coming to the Communications and Programs team.

ABOUT YOU

Our ideal candidate is committed to FAO's mission and the region. Specific qualifications include:

- Self-motivated with impeccable attention to detail; outstanding analytical, organizational, and problem solving skills to identify, research, and resolve issues; and the ability to coordinate multiple projects simultaneously while managing day-to-day responsibilities

- Strong written and verbal communication skills
- Flexibility and responsiveness
- Experience and comfort in use of technology and database systems with the ability to learn new technologies quickly as well as proficiency in Microsoft Office products
- Ability to work autonomously and collaboratively in a complex environment; outstanding communication skills; and the ability to respond sensitively and patiently to donor and staff inquiries in a timely manner
- Experience with graphic design or videography would be beneficial, but is not required

ABOUT US

The mission of the Foundation for Appalachian Ohio (FAO) is to create opportunities for Appalachian Ohio's citizens and communities by inspiring and supporting philanthropy. Founded in 1998 with the partnership of a \$1 million matching challenge grant from the State of Ohio, FAO has returned \$92 million in philanthropic investment. Over our twenty-year history, we have helped donors establish more than 530 separate funds and reached all 32 counties of Appalachian Ohio with grant and scholarship awards. FAO has also reached out to the most underserved parts of Appalachian Ohio to help local leaders in twelve communities develop community foundations, and serves as the back office support for three organizations. FAO is proud of all that has been accomplished but understands placing Appalachian Ohio on a level playing field requires further, significant investment in its philanthropic infrastructure.

ADDITIONAL DETAILS

- 40-hour work week; occasional travel required.
- Salary commensurate with education and experience.
- Benefits package inclusive of vacation and sick leave, short and long-term disability, health insurance, life insurance and retirement plan.
- Reports to FAO headquarters in Nelsonville, Ohio.

HOW TO APPLY

Please send a cover letter and resume to info@ffao.org. We regret we are not able to personally respond to each individual candidate and will contact you if we would like to set up an interview.

Please apply no later than April 22, 2021; submissions will be reviewed on a rolling basis.

FAO embraces diversity and is committed to creating an inclusive environment for all employees.