Job Title: Program Analyst

Reports To: Program Director

Work Type: Part Time (30 hours/week), Non-Exempt

Hourly Wage: $20/hour

Work Mode: Hybrid

Office Location: Ridley Park, PA

Benefits: Retirement Plan with Employer Matching

Organizational Summary: The Community’s Foundation (TCF) is committed to enhancing and improving the quality of life in Delaware County, PA. We support promising students via our Scholarship Programs, transformational projects via our Grants Program, and community-led initiatives via our Advised Fund programs. You can learn more about TCF’s work, at: www.TCFhelps.org.

Job Summary: The Program Analyst is responsible for Grant/Scholarship Data Management.

Duties:

- Grants & Scholarships Data Management
  - Creating, editing, testing, and publishing grant applications, scholarship applications, and DAF grant recommendation forms
  - Conducting due diligence on scholarship and grant applications, via email & telephone calls
  - Conducting due diligence on DAF grant recommendations, via web searches & telephone calls
  - Preparing grant and scholarship applications summaries for committees
  - Entering all grant applicants into CRM
  - Notifying grant and scholarship applicants of award decisions
  - Uploading grant and scholarship awards to payment processing system
  - Entering scholarship awardees into CRM
  - Creating, distributing, and analyzing results for fund advisor, grantee, and scholar surveys
  - Making recommendations to Program Director, based on survey results
  - Processing quarterly statements for Community Advised Funds
  - Processing quarterly statements for Donor Advised Funds
  - Attending donor, scholar, and grantee meetings & recording notes/minutes
  - Sharing regular programmatic updates with Advancement Coordinator

- Ensuring complete and accurate record-keeping
- Other projects, as assigned

Required Skills and Preferred Background:

- Skills
  - Excellent communication, organizational, and time management skills
  - Proficiency in Microsoft Office Word, Excel, and PowerPoint
- Desired, but not required:
  - Proficiency in DonorPerfect or other CRM(s)
  - Proficiency in JotForm or other Online Form Creation
- Required Characteristics
  - Flexible
  - Detail-Oriented
  - Collaborative
  - Discrete, able to handle confidential issues in a professional manner
  - Deep commitment to TCF’s mission
- Preferred Background
  - At least 2 years of administrative work experience

The Community’s Foundation is an Equal Opportunity Employer.

New employees are required to either 1) show proof of being up-to-date on COVID-19 vaccination, as defined by the CDC or 2) claim a religious and/or medical exemption.