



## **Fund Services Coordinator**

**2 positions open**

### **About Austin Community Foundation**

Austin Community Foundation is the catalyst for generosity in Austin. The Foundation brings together philanthropists, dollars and ideas to shape Austin's future. As a trusted local partner, ACF stewards approximately \$400 million in assets in more than 1,300 charitable funds. The work and leadership of Austin Community Foundation is focused on closing the opportunity gap through advancing economic security and affordable housing and data-driven grantmaking. Since its creation in 1977, the Foundation has granted more than \$450 million to nonprofits across Central Texas and beyond. Learn more at [austincf.org](http://austincf.org).

### **What You'll be Doing**

We are hiring two positions that support some of the most critical day-to-day work of the Foundation. Both roles are key to ensuring that charitable dollars are tracked appropriately so ACF clients can effectively and efficiently fulfill their philanthropic goals.

- You will contribute to the ecosystem of philanthropy by processing incoming and outgoing transactions. This includes entering data into our software system, following complex workflows, and communicating with other team members to prepare funds for deposit or distribution.
- You will provide meaningful administrative support for Foundation operations, finance and donor services teams.
- You will contribute to building the Foundation's reputation for best-in-class service by providing responsive service that addresses customer needs in a prompt, friendly and efficient manner.

### **Why You Should Join Our Team**

This role is perfect for a detail-oriented individual who is tech-savvy and comfortable working with accounting and database software and who wants to be a part of making Central Texas a better place for everyone through charitable giving.

The annual salary for this position is approximately \$45,000 per year (based on a 40-hour work week). In addition, ACF offers a generous benefits package including:

- Paid time off
- Employer-paid health, dental and vision plans, basic life and AD&D insurance, and short/long term disability insurance
- 401(K) with employer match

Austin Community Foundation offers a hybrid work environment. This role includes some functions that are appropriate to complete remotely and some that require the employee to be onsite. As a place-based organization, we expect our employees to reside locally and be available for in-office meetings and tasks. Employees work with their supervisors to draft their hybrid work plan.

ACF is certified as a "Best Place for Working Parents" in 2022 and we take pride in our flexible, family-friendly work policies.

We are a passionate and community-minded group of individuals working towards a shared goal of helping others through philanthropy.

Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives and to recruit and employ highly qualified individuals representing the diverse communities in which we live

### **What We'll Need You to Have**

- Commitment to providing excellent customer service
- Experience in the nonprofit sector, preferably in an operations or finance role
- Technical proficiency, ability to learn and implement new technology tools
- A high degree of accuracy and attention to detail
- Excellent organizational and workload prioritizing skills
- Effective problem-solving skills
- Excellent verbal and written communication skills
- Ability to work effectively as part of a team as well as work independently with modest supervision when appropriate
- A high level of professionalism
- Willingness to cross train on additional functions to support the team during high volume periods
- Availability to work during regular business hours (9 am-5 pm) and occasionally evenings
- Ability to operate in a confidential manner when dealing with highly sensitive organizational, personal, financial and legal information.
- Proficient in Microsoft Office products, electronic data management, and internet software
- Preferred experience with project management and workflow tools such as Asana. Foundant CommunitySuite, SLM, GLM, or Blackbaud Award Management experience a plus
- Authentic participation in diversity, equity and inclusion education and training; commitment to diversity, equity and inclusion and to the organization's ongoing work to eliminate the opportunity gap in Central Texas.

### **What We Will Train You On**

- Foundant CommunitySuite, SLM, GLM, or Blackbaud Award Management and other software specific to our work
- IRS regulations related to charitable gifts, grants and scholarships
- Diversity, equity and inclusion
- Community foundation-specific processes

### **How To Apply**

To apply for this position, please submit your resume and cover letter to Kim McCrary at [apply@austincf.org](mailto:apply@austincf.org). No phone calls, please. The positions will remain open until filled.