



NEW HAMPSHIRE
CHARITABLE FOUNDATION

Community Impact Associate

Date of Last Revision: 5/18/22

Title Group: Associate

- supports people, a function, or a group of processes within a department
- may perform pieces of complex work not included in primary duty
- has no responsibilities for performance management of staff

Department: Community Impact

Status: Non-exempt **Reports To:** Senior Director of NH Tomorrow and Strategic Initiatives

Position Summary

Primarily Advances Strategic Goal I, Strategy 2: Increase focus on equity, racial justice and economic security in grantmaking and strategic initiatives:

The Community Impact Associate provides a range of administrative support for New Hampshire Tomorrow and strategic initiatives, supplemental support for Student Aid, and other general departmental support.

Essential Job Functions and Responsibilities

New Hampshire Tomorrow and Related Strategic Initiatives

- Provides administrative support to the Senior Director of NH Tomorrow and Strategic Initiatives and NH Tomorrow lead staff for early childhood and behavioral health and others as assigned, including scheduling and managing calendars.
- Supports activities related to NH Tomorrow Initiative such as organizing and preparing for internal and external meetings or events including meeting logistics, scheduling and invitations, briefing materials, presentations and follow up actions.
- Supports community engagement activities that are part of NH Tomorrow and related strategic initiatives
- Supports grantmaking activities including processing grants, gathering information to assist in grant development, supporting applicants and grantees

Supplemental Support for Student Aid

- Data entry and record keeping, including transferring data from online scholarship portal to scholarship/grants management database
- Responds to student queries
- Supports scholarship renewal process

General Department Support

- Provides backup support for department activities including grant processing, nonprofit inquiries and meeting preparation.
- Other projects and duties as assigned



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Essential Knowledge, Skills, and Attributes

- Highly organized, flexible and efficient
- Strong communication and interpersonal skills
- Ability to draft, proofread, reformat and compile documents, reports, spreadsheets, presentations and other written materials to Foundation standards.
- Excellent customer service skills, including through telephone, email or other methods of virtual communication.
- Excellent judgment and ability to think critically
- Ability to work under deadline pressure
- High attention to detail and accuracy
- Ability to organize multiple tasks/projects, as well as prioritize tasks within projects
- Ability to handle sensitive and confidential information with discretion and judgment
- Ability to make independent decisions and take initiative as appropriate
- Ability to work in teams, and to collaborate well with people from a wide variety of backgrounds and settings including policy makers, community leaders and residents.
- Ability to understand, communicate with and effectively engage with people across cultures.
- Belief in the mission and purpose of the New Hampshire Charitable Foundation
- Experience with community and nonprofit work in New Hampshire a plus

Job Characteristics

- Under current Covid protocols, candidates have the option of working from a home office, or a shared office environment in Concord, NH. An in-person presence will be required for orientation and some training activities. These protocols are subject to change.
- Requires long periods of time at a computer
- Occasional evening and/or weekend work may be required
- Occasional travel around the state may be required

Essential Qualifications

- A combination of education and experience equivalent to the needs of the role
- Highly Proficient in Microsoft Office Suite of products (with emphasis on Excel)
- Understanding of networking and internet concepts, along with ability to quickly learn or engage with new technologies that improve efficiency and further the Foundation's mission.
- Experience with Blackbaud products and database software a plus
- Experience with online meeting platforms, conference calling, and other meeting software products
- Valid driver's license



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Organizational Life

- Participates in the Foundation's organizational life, including work groups as assigned and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive environment

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.