



## **Job Description and Posting**

**Position: Office Manager & Scholarship Associate**

**Date of Posting: March 20, 2026**

**New Position**      **Position Begins: May 1, 2026**       **Existing Position**

### **Office Manager and Scholarship Associate**

The Community Foundation of Greater New Britain is a nonprofit, community foundation which raises, administers and distributes philanthropic funds to improve the quality of life in central Connecticut and beyond. The mission of the organization centers on inspiring philanthropy, responsibly managing permanent charitable assets, and partnering with the community to address current needs.

#### **Statement of Employer Expectations:**

Each employee of the Community Foundation of Greater New Britain is expected to contribute directly to the Foundation's growth and success by promoting its mission while adhering to the highest professional and ethical standards. We value diverse perspectives and strive to create a workplace where every employee can thrive and contribute fully.

The Office Manager and Scholarship Associate represents the Foundation and the Community Chest of New Britain and Berlin through excellent customer service and public relations being, in most instances, the first person a visitor, donor or Committee member will meet. S/he is expected to present a professional appearance and demeanor at all times. The Manager ensures that the Foundation's operations – development, grant making, finance, and office run efficiently. S/he is expected to develop a thorough knowledge of the Foundation and its activities, in order to communicate effectively with and support staff members and the Foundation's outside constituencies. The Office Manager serves as the administrative assistant to the President and reports to the Senior Community Impact Officer, who supervises the position and oversees the Foundation's Scholarship Program.

## **DUTIES AND RESPONSIBILITIES**

### **Office Administration:**

- Be the receptionist for the Foundation and Community Chest of New Britain and Berlin for phone calls, emails, and other correspondence. Ensure that the phone system will be answered when he/she is unable to do so during normal business hours.
- Perform administrative assistant duties for the President of the Community Foundation.
- Be responsible for the general office area and physical appearance of the Foundation areas of the building for staff and visitors and for incorporating good customer service as part of Foundation operations.
- Manage and order all supplies as needed by staff and volunteers.
- Be aware of the condition of the building and anything that needs to be addressed for the Foundation or for tenants. Coordinate routine building repairs and maintenance and work with the VP/CFO.
- Manage the phone system and ensure that staff are properly trained in the use of the equipment.
- Assist staff with hardware issues they may experience with computers, printers, copiers and office equipment. Liaise with the IT vendors as needed.
- Perform data entry and database maintenance; assist with finance tasks, mailings, reporting, and general administrative support aligned with the President's priorities.

### **Public Relations:**

- Respond promptly and professionally in all manners of communication.
- Demonstrate interest and investment as a Foundation ambassador at community events.
- Greet donors, volunteers and committee members in a congenial, friendly manner.
- Connect inquiries with the appropriate staff member in a timely manner.
- Monitor materials for Foundation and Community Chest logos, colors and messages that need to be updated and bring to the attention of the Communications and Development Officer.
- Update the office monitor slide show with current and ongoing appropriate content.
- Assist the Communications and Development Officer with updating social media content and web page content as well as social media strategy.

### **Scholarship Program:**

Under the supervision of the Senior Community Impact Officer work in coordination with the Scholarship Committee to;

- Assist with scholarship program administration
- Administer the Degree Completion Initiative
- Examine current scholarship agreements and actions that can be taken to make the program more effective and impactful
- Working with the Director of Philanthropy steward the current scholarship fund donors to strengthen relationships, add to, and grow their funds
- Support Senior Community Impact Officer with any other scholarship program functions, as needed

### **Meeting Events:**

- Maintain office calendars, assists with meeting preparations, prepare mailing, meeting, and presentation materials
- Set up meeting sites with supplies, food and beverages.
- Monitors expected attendance for meetings. Attends meetings as needed.

- Works with the Senior Community Impact Officer on Community Chest of New Britain and Berlin on administrative needs of the organization, coordinates grants and sponsorships, attends board meetings and presents reports to the board.

### **Systems Administration:**

- Assist Communications & Development Officer with the updates on CFGNB and Community Chest website; update the E-News subscriber list and corresponding database information. Maintain foundation information in database (Csuite), including but not limited to profiles, affiliations, annual giving and scholarship information.
- Manage gift/non-gift processing to be accurate, including preparation and execution of bank deposits and donor gift acknowledgements.
- Prepare and send Fund Statements, spending policy information, and other communication pieces to donors as needed, in conjunction with Director of Philanthropy and Communications & Development Officer.
- Work with Senior Community Impact Officer to prepare and send Designated Fund Grants annually

## **REQUIRED SKILLS AND ABILITIES**

**Education:** Bachelor's degree or equivalent preferred

**Personal:** Ability to collaborate effectively within a team environment, demonstrating initiative and embracing a growth mindset. Maintains personal balance while cultivating resilience and well-being, sustaining focus, and contributing to a positive and upbeat workplace culture. Demonstrates accountability in managing responsibilities assigned by multiple supervisors, along with flexibility in work style and schedule, including availability for occasional early morning and evening meetings/events.

**Organizational:** Demonstrates thoroughness and attention to detail, with strong knowledge of office procedures and the ability to prioritize and manage multiple tasks and projects. Ability to exercise independent judgment with minimal supervision, anticipating needs and following through to ensure tasks are completed efficiently.

**Computer:** Thorough knowledge of Outlook, Word, PowerPoint, and Excel. Experience with databases is helpful. Familiarity with other Office applications is desirable. Ability and willingness to learn new applications with minimal supervision.

**Communications:** Ability to write and speak in a clear, concise and grammatically correct manner; ability to relate well and communicate effectively and pleasantly with the public and other Foundation staff.

**SPECIFICATIONS:** Full Time, 40 hrs. / per week.

**OFFICE INFORMATION:** New Britain, CT; Hybrid work negotiable following 90-day onboarding period.

**SALARY RANGE:** \$55,000-60,000  
CFGNB is an EEO/AA employer.