March 2023

The Northern Chautauqua Community Foundation is seeking an enthusiastic individual who shares our vision of a vibrant, prosperous community to fill our newly created Community Impact Assistant position.

Interested? Submit your resume, cover letter, and three (3) references (with contact information) to nccf@nccfoundation.org or 212 Lake Shore Drive West in Dunkirk, New York (14048).

The Northern Chautauqua Community Foundation follows an equal opportunity employment policy and employs personnel without regard to race, color, religion or creed, gender, gender expression, age, physical or mental disability, national origin, political affiliation, veteran status, pregnancy, military obligations, marital status, or sexual orientation. This policy applies to hiring, training, internal promotions, opportunities for advancement, and terminations. This policy also applies to the selection of Board and Committee members, the selection of volunteers and vendors, and the provision of services, grants, and/or scholarships. We are committed to providing an inclusive and welcoming environment for all members of our staff, Board and Committee members, donors, volunteers, subcontractors, grant and scholarship recipients, and vendors.
Position Summary

The Community Impact Assistant serves dual functions. Working primarily with Executive Director, the Assistant provides program support for internal and external strategic community initiatives. S/he also holds high-level administrative responsibilities within the organization. Through the Assistant’s efforts, the NCCF’s ability to affect positive change in our community continues to increase.

The Community Impact Assistant’s responsibilities are fluid and adapt to changes in the NCCF’s strategic priorities and our community’s needs.

The Community Impact Assistant reports to the Executive Director.

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Core Responsibilities

Programmatic

- represents the NCCF in local and regional initiatives that support the NCCF's mission and vision
  - attends and actively participates in meetings and activities
  - assumes leadership roles when appropriate
  - implements the work of the initiatives with partners and stakeholders
- coordinates internal strategic initiatives
  - organizes all aspects of meetings and events
  - supports Committee Chairs by preparing written materials, convening stakeholders, and providing other related assistance
- serves as a resource to NCCF staff and Board of Directors around issues pertaining to the initiatives
- prepares various written materials, including reports, talking points, and strategy updates

Communications

- contributes content to NCCF’s website, social media, and various publications in collaboration with the Community Engagement Coordinator
- builds and maintains external relationships with strategic partners, including funders
Administrative
• prepares various written materials, including draft correspondence, and meeting materials and minutes
• maintains and updates donor, scholarship, and miscellaneous information within the comprehensive data management software
• provides administrative assistance to the Executive Director as needed

Additional Responsibilities
• participates in continuing education opportunities and relevant professional associations
• as a part of the NCCF team, assists co-workers when needed
• keeps abreast of community activities and trends in the nonprofit field related to the NCCF’s mission
• upholds Standards for US Community Foundations

Qualifications

Education & Experience
• experience working at a community-oriented nonprofit organization, preferably in Chautauqua County
• Associate Degree required, Bachelor’s Degree preferred

Knowledge & Skills
• effective verbal and written communication skills (in person, and in virtual settings)
• exceptional professional writing and editing skills
• high level of proficiency in Microsoft Office and Google Drive
• ability to perform tasks efficiently and accurately while prioritizing and managing multiple projects independently and as a team member
• ability to excel in a team environment and establish a positive respectful rapport with partners of all backgrounds and from all sectors
• adept at technology used in the workplace, including video conferencing
• skilled in the use of basic office equipment and office duties (e.g. CRM system, copier, phone systems, meeting minutes, etc.)

Personal Qualities
• must embrace the mission and values of the NCCF
• eagerness to learn, grow and adapt
• professional, respectful, and mature interpersonal work style
• commitment to diversity, equity, and inclusion
• appreciation of cultural differences and sensitivity to socioeconomic differences
• interest in the nonprofit sector as a whole in Chautauqua County

Compensation & Benefits
• salary commensurate with experience, education, and skills
• participation in health insurance plan (for full-time employees)
• matching funds to SIMPLE IRA (after 1 year)
• paid time off, sick days, and holidays
We envision

a vibrant, prosperous northern Chautauqua community, rich in opportunity today and tomorrow.

To realize this vision, we focus on

strategic grant making, encouraging local philanthropy, and acting as a leader and partner in our community.

Our work is guided by our core values

- accountability
- community
- compassion
- flexibility
- innovation
- open-mindedness
- synergy
- transparency
- diversity, equity & inclusion