



**RADNOR EDUCATIONAL
FOUNDATION**

FUNDING POSSIBILITIES • BUILDING FUTURES • ENRICHING OUR COMMUNITY

Job Description – Foundation Administrator

REF Grants Administration

- Provide administrative support to Grants Chair, including tracking and documenting all grant applications
- Point of contact for grant applicants - communicate process and deadlines
- Communicate with RTSD to ensure approval and timely acceptance of grants
- Work with Treasurer and RTSD Business Office to maintain financial records for all grants
- Maintain and archive all grants documentation in REF digital files
- Attend Grants Committee meetings
 - Record minutes

REF Bookkeeping

- Assists Treasurer with monthly close
- Manage deposits and disbursements to/from all sources, including all approved Neighbor Helping Neighbor requests
- Maintain files and prep for audit, tax returns and other filings
- Maintain financial records in QuickBooks

REF Data/Meeting Management

- Maintain REF donor and email databases (Donor Perfect and Constant Contact)
- Record and acknowledge donors as donations received
- Maintain master REF calendar and create digital meeting invitations
- Maintain corporate records in conjunction with Secretary
- Board and Grants Committee meeting set up/coordination (including catering)
- Provide reports as requested by Foundation Director and/or Board of Trustees

Desired Characteristics

- Excellent written and oral communication skills
- Self-directed worker with strong attention to detail
- Non-profit organization experience or understanding
- Familiar with computer programs such as Word, Excel, Zoom, OneDrive, QuickBooks, Donor Perfect, Constant Contact and Auctria
- Enthusiasm for REF's mission
- Strong teamwork and problem-solving skills
- Positive, friendly demeanor