



**Perkins County
Health Services
Foundation**

JOB DESCRIPTION

JOB TITLE: Foundation Administrator

ORGANIZATION: Perkins County Health Services Foundation (PCHSF), Grant, Nebraska

REPORTS TO: PCHSF Board of Directors

OVERVIEW: PCHSF is organized and operated for the benefit of Perkins County Health Services (PCHS). The Foundation Administrator is responsible for the day-to-day running of the PCHSF office. This includes working closely with donors, PCHS staff and the PCHSF Board of Directors, as well as attending both PCHS and PCHSF Board meetings.

RESPONSIBILITIES:

- Fundraising
 1. Responsible for planning, implementing and coordinating all fundraising strategies and activities.
 2. Ensure the legality of all Foundation activities.
 3. Actively communicate with current and potential Foundation donors.
- Communication
 1. Submit reminders and other updates to Board Members
 2. Maintain website information and Donor Database
 3. Provide reports to PCHSF Board as requested
 4. Notify media of PCHSF activities
- Finances
 1. Maintain sound financial records
 2. Set short and long term financial goals for the Foundation.
 3. Work with financial advisors in accordance with the Foundation's Investment Policy.

DESIRED CHARACTERISTICS:

- Excellent written and verbal communication skills
- Self-directed worker
- Organizational, leadership and coordinating skills
- Non-profit organization experience or understanding
- Knowledge of computer technology
- Dependable
- Able to handle matters with tact and discretion
- Positive, friendly demeanor
- Bachelor's degree, fundraising and sales experience preferred

APPLICATION PROCEDURE:

Send resume and (3) references to: pchsfoundation@gmail.com