



BERKS COUNTY
COMMUNITY FOUNDATION

About the Position

Since 1994, Berks County Community Foundation has worked to promote philanthropy and improve the quality of life for the residents of Berks County, Pennsylvania, through civic leadership projects and the distribution of grants and scholarships.

Over that time, the Community Foundation has grown to manage more than 360 charitable funds valued at more than \$130 million. Each fund was established by a local individual, organization, or family to support causes about which they cared deeply. As a result, the Community Foundation distributes more than \$5 million annually in grants and scholarships, supporting an eclectic range of causes and pursuits.

About 130 of the funds we manage provide scholarships, primarily for students from Berks County who will continue their education after high school. In addition, we manage funds that support educational endeavors, such as teacher mini-grants or grants for out-of-school time programming. We also provide professional development opportunities for local nonprofit professionals.

Due to the continued growth and activity of these funds and programs, as well as the recent retirement of our longtime scholarship and grant administrator, the Community Foundation is seeking to bring a Lifelong Learning Program Associate to its team.

The Lifelong Learning Program Associate will manage an online universal application system to organize and coordinate the outreach and scholarship distribution process for our growing portfolio of funds that support lifelong learning in our community. The ideal candidate will have a knack for building relationships with students and school employees, enjoy solving puzzles, have experience successfully building logic-based online forms, love sharing information with others both in writing and in person, and be great at managing a calendar, scheduling Zoom calls and webinars, and keeping track of details to make sure deadlines are met.

The successful candidate will report to the Senior Vice President for Programs and Initiatives and will work cooperatively with a talented staff of nine full-time employees. This is a full-time salaried position located at the Community Foundation's headquarters in Reading, Pa. The salary range for this position is \$45,000 to \$50,000. No relocation allowance is provided. A job description is available at bccf.org/employment.

To be considered, please forward a cover letter and resume to Heidi Williamson, Senior Vice President for Programs and Initiatives, at info@bccf.org. Resumes will be accepted through September 24, 2021.