

South Haven Community Foundation (SHCF)

Service Desired: An Independent Contractor to support the SHCF activities.

Reporting: This position is for a contract service provider who primarily reports to the Board President, and Committee Chairs/Co-Chairs as applicable, to fulfill the engagement.

Responsibilities

General Functions and Tasks include: Maintaining good communications with the Foundation's network of donors, non-profits, and contractors. Supporting the processing of donor gifts and acknowledgement letters. Supporting the compliance requirements of National Standards. Supporting the Grant and Scholarship Committees.

Website Maintenance and File Management include: Updates the Foundation website in coordination with the Web Site Manager. Facilitates the use of shared access (e.g.DropBox) by Board Members and ensures current policies, minutes, and financial documents are current in the Board Only website portal.

Grant Committee Responsibilities include: Assist the Grant Committee in their annual process of grant requests. Such as: 1. Acknowledge receipt of grant application within 7 -10 days. 2. Confirm application was received by deadline. 3. Check eligibility of applicant (e.g. non profit status). 4. Check current Certificate of Good standing. 5. Check compliance with the stated purpose and reporting on prior grants received. 6. Enter grant application data on spreadsheet. 7. Send out grant award letters. 8. Record grant acceptance letters. 9. Remind recipients of reporting requirements. 10. Acknowledge receipt of reports. 11. Save all grant applications and correspondence on a central data base.

Scholarship Committee Responsibilities include: Develop working relationships with Scholarship Committee Board liaison, the School's Student Affairs Director, and the Chair person of the SHCF Scholarship Selection Committee. Keep records of scholarships using the designated software. Coordinate with SHPS and ensure payment for software program is made. Provide certificates of awards for each scholarship winner with letters of scholarship redemption instructions - deliver to high schools prior to Senior Awards Night each May. Approximately 3rd week of September each year send reminder messages to each of the Scholarship winners and their parents reminding them of how to claim their scholarship.

Knowledge/experience/skills:

The Independent Contractor must have excellent computer skills and can adapt quickly to various software programs (e.g. Microsoft Word, Apple Pages). Demonstrated command of the English language (i.e. use and grammar) and a strong disposition for accuracy, reliability, timeliness, interpersonal skills are necessary. The individual must have excellent organizational skills and demonstrated experience (effectively and efficiently) working in an office environment. References are required.

Letter of Understanding:

We are seeking an Independent Contractor to assist the South Haven Community Foundation Board. The individual must be self motivated and assume responsibility for stated tasks and functions. It is estimated that assignments will average less than 10 hours a week, more during periods of high activity (e.g. annual grant period). The relationship will be contractual and the payment will be determined and stated in a written contract (e.g. \$20 an hour). The Independent Contractor can perform from off-site locations or the Foundation office. Attendance at select Board and Grant/Scholarship Committee meetings will be necessary. *The anticipated contract period will begin January 1, 2025.*

Process for procuring services:

Parties interested in contracting with the South Haven Community Foundation must send their letter of interest, including comparable **experience and references to the following address before October 31, 2024:**

President
South Haven Community Foundation
P.O. Box 507
South Haven, Michigan 49090