



THE COLUMBUS FOUNDATION

Donor Services Fund Assistant

The Columbus Foundation, one of the top ten community foundations in the United States, is seeking an individual to provide support and administrative assistance for the Donor Services and Development Department with regard to new fund documentation; backup support for donor advised fund suggestions; database recordkeeping; and general administrative tasks for scholarships and donor services.

Desired candidate must have strong organizational and project management skills; excellent database skills; good communication skills; and the ability to work collaboratively with others. Experience in Microsoft Office, Outlook, and Excel software required. A minimum of three years work related experience in the nonprofit field is preferred, as well as a bachelor's degree.

Please send your cover letter and resume, including your salary requirements, electronically to:

Pam Straker
Director of Human Resources
The Columbus Foundation
1234 East Broad Street
Columbus, OH 43205

pstraker@columbusfoundation.org
www.columbusfoundation.org

The mission of The Columbus Foundation is to assist donors and others in strengthening and improving our community for the benefit of all its residents.

The Columbus Foundation is an equal opportunity employer.