Island Employment Partners ltd.

Submit a detailed resume or schedule a confidential meeting:

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BERMUDA COMMUNITY FOUNDATION

On behalf of our client; the Bermuda Community Foundation, we seek applicants for the role of Progamme Administrator. The Programme Administrator coordinates and manages the programmatic and administrative needs of the Bermuda Community Foundation (BCF). Responsibilities include basic tasks essential to the effective running of the office, which involve providing administrative support for the following functions: fund management, meeting coordination, grantmaking, information management and administration, including maintaining the grants management database system used to track and monitor investments, grants, payments and reporting.

General Skill Requirements:
- Demonstrated abilities in project management, time management and problem-solving.
- Demonstrated keen attention to detail and superior organisational skills.
- Excellent written, verbal, analytical and organisational skills, including the ability to draft original correspondence and to take good notes (minute-taking to a professional standard would be an asset).
- Ability to effectively interact and communicate with senior management and other key staff members.
- Ability to self-start, self-manage, meet deadlines and demonstrate calm under pressure; yet a flexible and dependable team player.
- The ability to manage external resources, including vendors and freelancers.

Technical Skill Requirements:
- Possesses strong knowledge of and ability to use computer technology to efficiently accomplish work, e.g. database management software, mail merge, e-mail, and Internet to conduct web-based research.
- Minimum standard required to adequately use internal databases and other IT tools, i.e., MicroEdge (GIFTS, FIMS) or Philantek, and Microsoft (Word, advanced Excel, PowerPoint, Outlook, Project).

Minimum Qualifications:
- A Bachelor's degree (i.e., Business Administration) or equivalent preferred
- Minimum of three years of grants or program administration experience
- Knowledge of and experience in philanthropy and not-for-profit work is a plus

Interested applicants please apply in writing including a detailed resume and two employment references.

Closing date for applications: September 19th, 2014