



NATIONAL CENTER FOR  
FAMILY PHILANTHROPY

## Family Giving Online Knowledge Center Sample Forms, Checklists, and Policies

**TITLE:** Position Description - Administrator

**SOURCE:** *Resources for Family Philanthropy: Finding the Best People, Advice, and Support*

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### ADMINISTRATOR - DUTIES AND RESPONSIBILITIES

**Purpose:**

Responsible for the overall program. Carry out Director's philosophy to serve children and youth.

**Accountability:**

Reports to the Board of Directors

**Major Areas of Responsibility:**

***Program Management***

Serves as investigator of more than 200 eligible grant applications annually. Schedules presentations by agencies for the Directors. Activities include screening; determining tax, non-profit and public charity status; purpose of organization; available resources including board, staff and volunteers as well as financial. Consults with agencies in person, on site and/or with other grantmakers; offers technical assistance, monitors agency expenditures for capital and equipment purchases and evaluations. Administrator composes summaries of all requests and agency presentations for the Board.

***Office Management and Financial***

Secures coverage of Officers and Directors Liability insurance, negotiates lease with building management, secures legal and/or tax related opinions as needed and informs Board of changes in legislation as it affects the non-profit world. Keeps current in Health insurance matters affecting personnel and on updating other related insurance. Serves as comptroller for income from the \_\_\_\_\_ Bank and \_\_\_\_\_ Money Fund.

***Board and Community Outreach***

Collaborates with other grantmakers in seeking responses to emerging needs. Makes site visits. Attends Child Care, Arts funders and Health Care and Base Conversion collaboratives. Participates on Panels for the Foundation Center and other groups as requested to inform non-profits about Stulsaft Foundation guidelines and process. Attends regional association special briefings and presents occasional papers to the Board on tax or legal matters. Responds to Board requests in gathering more complete information and research on children and youth issues.