

Foundation Manager

Forest Home's Mission Statement:

Encounter Jesus, Experience Transformation, Engage the World

Our 70+ years of HIS-story '

Forest Home has a rich and moving history. It is best said that our history is HIS-Story. Forest Home has become a movement of God that has seen the winds of revival blow throughout Southern California and into the farthest reaches of the world.

For 70+ years we have watched Him move in the lives of countless millions as each guest has been faced with life changing-decisions. Our chapel is filled with books - literally thousands of pages from history where guests write out their decision, prayers, and cries to God.

Our Statement of Faith

- We believe in the plenary inspiration of Old and New Testaments, and hold them to be the very Word of God.
- We believe in the Deity of the Triune God, Father, Son, and Holy Spirit.
- We believe in the Deity of the Lord Jesus Christ, his substitutionary atonement for sin, His bodily resurrection, and His personal, visible return to earth to reign in righteousness and glory.
- We believe in the person of the Holy Spirit and His work of conviction, regeneration and sanctification; Who indwells every Believer.
- We believe in the necessity of the new birth, in Salvation by faith in Jesus Christ alone, and in the importance of a life committed to the Will of God, in Christ.

Does this sound like an organization you want to work for? If so review the job description and apply.

Full-Time/Part-Time: Full-Time

Exempt/Non-Exempt: Exempt

FOREST HOME FOUNDATION:

The Forest Home Foundation is an integral partner with Forest Home Christian Camp's mission to make it possible for people to encounter Jesus, experience transformation and engage the world. As the planned giving arm of Forest Home, the Foundation's mission is to make and enable disciples of Jesus Christ through developing wise stewards of God's resources, providing philanthropic financial services, and endowing the ministry of Forest Home.

Under the direction of a volunteer Board of Directors, the Forest Home Foundation provides technically sound and biblically based estate and gift planning services through our highly qualified team of professionals. By creating estate and gift planning solutions, we help people care for their loved ones while realizing their kingdom-focused stewardship aspirations. The Foundation also manages endowments, real estate, subsidiary businesses and charitable trusts.

FOUNDATION MANAGER:

This opportunity is working with the President of the Forest Home Foundation to provide the management expertise necessary to keep the foundation operating efficiently and effectively. The Forest Home Foundation Manager will have the unique opportunity to grow with an organization that is entrepreneurial in spirit and focused on impacting lives for generations to come. The ideal candidate will be an internally driven administrator who is a strong Christian, highly organized, technologically skilled and self-motivated.

Our Mission and Vision Statement:

The mission of the Forest Home Foundation is to make and enable disciples of Jesus Christ through growing wise stewards, providing philanthropic financial services, and endowing the ministry of Forest Home.

The vision of the Forest Home Foundation is to see lives changed through Jesus Christ by endowing the ministry of Forest Home for future generations.

PURPOSE:

This position is responsible for providing support and constant improvements to day to day operations. Interfaces with Board Directors, Donors, Investment Managers, Attorneys, and Forest Home staff.

RESPONSIBILITIES:

- Manages the financial and accounting operations, including developing budgets and analyzing financial statements.
- Manages the marketing operations, including website, newsletters, articles, letters, and events in collaboration with Forest Home.
- Manages the operating and maintaining of Foundation database and creates reports, including tracking goals.
- Manages and attends to filing, processing mail, ordering supplies, and record retention.
- Manages office equipment and phone systems, and handles IT issues that may arise.
- Prepares government and agency reports, tax returns, vendor reports, memos, payment approvals, receipts, and other financial documents as appropriate.
- Develops, implements, reviews and updates financial, legal, and tax policies and procedures.
- Coordinates with outside vendors, consultants, contractors, and other correspondence.
- Coordinates all travel arrangements for the President. Creates travel itinerary and schedules appointments.
- Prepares presentations, gift planning proposals, and seminar materials for President.
- Provides clerical assistance to the President as requested.
- Assists with making arrangements for meetings and events.
- Serves as the Recording Secretary for board meetings.
- Performs other duties as assigned.

WORK LOCATION:

Negotiable but preferably Orange County, Riverside County, or San Bernardino County

Position Requirements

- A minimum of 3-5 years of experience as an administrative leader/manager of a foundation, organization, business, investment or law practice.
- Bachelor's degree in business, finance, or related field.
- Strong organizational skills; proven ability to prioritize projects and initiate follow through with attention to detail and high-level of accuracy.
- Strong marketing skills; proven ability to research, write, and solicit support and promote Foundation services and planned giving opportunities.
- Demonstrated ability to work effectively under pressure in an entrepreneurial environment and handle simultaneous tasks and demands, including tracking/coordinating activities and attending to deadlines.
- Strong working knowledge of Microsoft Office including: Word (include knowledge of mail merges), Excel, PowerPoint, and other windows-based office software. Proven ability to learn and implement new software efficiently and effectively.
- Strong computer skills with working knowledge of Sharepoint, Salesforce, Survey Monkey, and GotoWebinar preferred.
- Excellent people service skills, with the ability to provide service and streamline processes without compromising the integrity of the Forest Home Foundation and its policies and procedures.
- Strong ability to exhibit professionalism and quickly gain the trust of those being served internally and externally.
- Able to accomplish projects utilizing good communication (written and verbal), project management, time management and collaboration skills.
- Able to perform high quality work with excellence, and maintain confidentiality.
- Notary certification is preferred.
- Experience in Planned Giving and/or Estate Planning is preferred.
- Regular, timely attendance.
- Signed statement of faith.
- Servant heart and Christ-like attitude.

Pay Range / Hours Salary range is \$34K - \$40K depending on experience / 40+ per week

To apply online go to <http://www.foresthome.org/appone/>