The Cape Cod Foundation
January 2026

JOB TITLE: Operations and Finance Coordinator
POSITION TYPE: Full-time, non-exempt
REPORTS TO: Vice President of Operations
SUPERVISES: N/A
POSITION LOCATION: Office of The Cape Cod Foundation, 261 White's Path, Unit 2, South Yarmouth, MA 02664

Please Note: The Cape Cod Foundation provides a hybrid work option for eligible positions, following the introductory period and contingent upon maintaining good standing.

INTRODUCTION:
The mission of The Cape Cod Foundation is to build permanent charitable resources for community betterment through informed grantmaking and civic leadership. As the community foundation for Barnstable County, The Cape Cod Foundation makes a measurable difference in the community by being a source of solutions for donors, providing leadership, and leveraging resources. The Foundation is known as a proactive, high-quality grant maker that uses its knowledge to support strategic investments that result in meaningful impact and meet the unmet needs of the community.

The Foundation Board of Directors has adopted a strategic framework for 2026-2028. Essential to the success of plan implementation and the overall goal of advancing our role as a transformational community leader and grant maker is continuing to build and promote a high-performance culture among staff, Board, and volunteers. To this end, while we effectively utilize the individual contributions and skills of each team member, we stress a collaborative, multi-departmental approach to achieving our goals and expanding collective impact.

LEAD:
- Gift processing and sending of gift acknowledgments
- Updating letters in Foundation software programs
- Following-up on uncleared checks to ensure timely resolution
- Ensuring proper filing of completed grant paperwork in accordance with established procedures.
- Monitoring and maintaining preparation of award distribution for multi-year scholarships and conditional scholarships
- Running quarterly fund statements, getting team approval, and uploading to the donor portal.
- Conducting due diligence on grant recommendations and ensuring timely distributions from all Foundation funds.

COLLABORATE:
- With Vice President of Operations to organize office-wide improvements, technology upgrades, etc.
- With Vice President of Operations by documenting staff tech concerns and coordinating escalation when appropriate
- With Director of Philanthropic Operations to prepare and upload needed templates in Foundation software for donation receipt, event registration, etc.
- With Senior Scholarship Coordinator and Senior Finance Officer to produce award payments and resolve related payment issues
- With staff to schedule grant payments in applicable software.
- With the Vice President of Operations to ensure timely communication with town fund committees.
- Across teams to create and maintain reporting within Foundation software systems.

SUPPORT:

- The Senior Finance Officer in the audit process, including grant documentation as needed.
- The Senior Scholarship Coordinator with scholarship awards as needed.
- The Vice President of Operations to ensure organizational deadlines are set and met.
- The team with producing reports from Foundation software as requested
- Other duties as assigned.

QUALIFICATIONS:

- Strong organizational skills with the ability to manage multiple tasks and deadlines effectively.
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and familiarity with CRM or donor management systems.
- Detail-oriented with strong data entry and record-keeping skills
- Collaborative team player with the ability to work across departments
- Basic understanding of nonprofit operations
- Ability to conduct research and compile information for grants, proposals, and program development.
- Commitment to the organization's mission and values, demonstrating professionalism and integrity.

The Cape Cod Foundation follows an equal opportunity employment policy and employs personnel without regard to race, color, sex, national origin, citizenship, age, religion, creed, disability, familial status, military status, sexual orientation, gender identity, gender expression or any other consideration made unlawful by federal, state, or local law.

To apply: Please send a cover letter expressing your interest and qualifications AND a copy of your current resume by email to: info@capecodfoundation.org. Salary range is $28-30 per hour. Applications will be accepted until position is filled. No phone calls please.