

Foundation Administrator

Reports to: Chief Executive Officer
Status: Full-time, exempt
Location: Fort Wayne, Indiana
Schedule: Monday–Friday, 8:00 a.m.–4:30 p.m., with occasional evening or weekend availability for Foundation events or meetings.

TO APPLY

Submit an application, cover letter, résumé, and salary expectations by **Sunday, October 11, 2026** here: [CLICK TO APPLY](#)

Applications received by October 11 will receive priority consideration. Initial interviews are expected to begin the week of October 12. The Foundation may continue reviewing applications until the position is filled. *If you have questions about the role before applying, contact Mackenzie Ritchie at info@ccfnei.org.*

ABOUT THE FOUNDATION

The Catholic Community Foundation of Northeast Indiana supports the Catholic Church's spiritual, educational, and charitable ministries throughout the Diocese of Fort Wayne-South Bend. We manage more than \$80 million in charitable assets across 300 funds, and grant nearly \$3 million annually to Catholic parishes, schools, and ministries in 14 counties. We are a small, mission-driven team committed to integrity, gratitude, joyful service, professionalism, reliability, and excellence.

THE OPPORTUNITY

The Foundation Administrator is the operational backbone of the Foundation, ensuring that gifts, funds, grants, financial workflows, data systems, governance records, and internal operations are accurate, timely, secure, and well documented. Working closely with the CEO and fractional CPA, this team member independently manages day-to-day operational systems, administrative processes, and internal controls; maintains reliable financial and governance infrastructure; and works with key Board committees, financial institutions, professional advisors, and ministry partners to provide disciplined stewardship and dependable service.

KEY RESPONSIBILITIES

- Process and document charitable gifts, deposits, accounts payable, checks, grant payments, transfers, and related financial records in accordance with Foundation policies and internal controls.
- Administer more than 300 charitable funds—from establishment through ongoing maintenance—including fund setup, gift documentation, restrictions, distributions, bequest administration, asset transfers, and fundholder reporting.
- Support the accurate and timely processing of approximately \$3M in annual grants and distributions to Catholic parishes, schools, and ministries.

- Coordinate fund amendments, including project tracking, documentation, legal counsel coordination, approval routing, signatures, record retention, and database implementation.
- Administer the Foundation's fund accounting and relationship management system, Foundant CommunitySuite, including fund records, required data fields, user permissions, workflow standards, reporting, and CRM data governance and quality.
- Prepare clear, accurate financial, investment, operational, fund, grant, and donor related reports for the CEO, Board, committees, parishes, schools, ministries, fundholders, and other stakeholders.
- Work closely with the Foundation's fractional CPA to coordinate audit preparation, Form 1099 workflow, compliance reporting, cash-management documentation, and required financial records. *The Foundation Administrator supports the underlying processes and documentation; the fractional CPA retains responsibility for technical accounting judgment, financial statements, reconciliations, and audit/tax expertise.*
- Serve as staff liaison to the Finance & Investment and Governance Committees by coordinating required financial, operational, fund administration, governance, policy, and compliance materials.
- Coordinate payroll preparation, confidential personnel files, HR compliance documentation, office administration, vendors, technology, insurance, and other assigned operational infrastructure.
- Maintain official governance and corporate records, including Board rosters and terms, bylaws, policies, resolutions, annual filings, conflict-of-interest documentation, compliance calendars, secure archives, and final approved Board and committee records.
- Improve processes, systems, documentation, controls, and reporting so the Foundation can serve donors, fundholders, grantees, parishes, schools, and ministries accurately and efficiently as it grows.

WHAT SUCCESS LOOKS LIKE

Within the first year, the Foundation Administrator will ensure that:

- Gifts, payments, grant distributions, and financial records are processed accurately, promptly, and with appropriate internal controls.
- The Foundation's 300+ funds, \$80M+ in charitable assets, and approximately \$3M in annual grant distributions are supported by dependable CommunitySuite records, clear reporting, timely payment workflows, and sound documentation.
- Audit, Form 1099, payroll, benefits/HR documentation, annual filings, and other recurring compliance responsibilities are completed accurately and on schedule.
- Board and committee materials, official records, governance documents, and secure archives are accurate, current, and readily accessible.
- Colleagues and external partners receive responsive, reliable operational support that enables the Foundation to serve donors, fundholders, grantees, parishes, schools, and ministries well.

QUALIFICATIONS

Required

- Bachelor's degree or an equivalent combination of education/relevant professional experience.
- Three or more years of progressively responsible experience in operations, accounting or finance administration, fund administration, nonprofit administration, banking, professional services, or a related field.
- Experience managing detailed financial, administrative, or database-driven processes with a high degree of accuracy, confidentiality, sound judgment, and follow-through.

- Strong financial and organizational aptitude, including comfort working with reconciled records, payment workflows, reporting, and internal controls.
- Proficiency with Microsoft 365, especially Excel, Word, and Outlook, and comfort learning cloud-based systems, databases, and reporting tools.
- Ability to communicate clearly and professionally with colleagues, Board members, donors, fundholders, parish and school leaders, financial institutions, and external advisers.
- Commitment to the Catholic mission of the Foundation and willingness to act as a personal witness to the Faith by living professional and personal life in accordance with the doctrines and moral teachings of the Roman Catholic Church.
- Successful completion of required criminal background and credit checks before employment, plus a valid driver's license.

Preferred

- Experience using Foundant CommunitySuite or comparable fund-accounting and nonprofit financial management systems to process gifts and deposits, maintain fund and general ledger records, support investment and distribution activity, manage chart-of-accounts coding, and produce accurate financial reports. *Comparable systems include Blackbaud Financial Edge NXT, Sage Intacct, Oracle NetSuite, ParishSOFT Accounting, or similar platforms.*
- Experience supporting an audit, preparing information for tax reporting or Form 1099s, administering payroll/benefits records, or maintaining corporate and Board records.
- Familiarity with charitable foundations, endowments, donor advised funds, gift administration, planned giving, grants and distributions, nonprofit financial practices, Board governance, audits, payroll/benefits administration, or corporate/governance records.

WHAT WE VALUE

We seek a person of integrity, service, and sound judgment who is highly organized, detail-oriented, financially capable, technology-comfortable, and able to work independently while collaborating well with a small team. The right candidate is a calm problem solver, communicates clearly and respectfully, and brings a servant-leader mindset to confidential, mission-critical work.

WHAT WE OFFER

- Medical, dental, and vision coverage
- 403(b) retirement plan with employer match
- Generous paid time off and paid holidays
- Life and disability insurance
- Professional development and a supportive, faith-centered workplace