

## **Employment Opportunity**

### **Database/Program Associate**

Community Foundation of Henderson County is located in the scenic mountains of western NC. The Foundation has a 35-year history of serving philanthropy in and around Henderson County. Our community population is just over 110,000 and the Foundation's average annual distributions are approximately \$3 million.

We are currently seeking to fill a full-time professional Database/Program Associate position. This position works as part of a team providing support services with concentration in data management. Position will serve as the staff member with responsibility for data information and systems; accessing data to inform work in the areas of program, development, communications and donor services; tracking grants, initiatives and giving trends.

Successful candidate will possess strong skills and previous experience with database systems, possess excellent computer skills, have a professional attitude, ability to manage multiple priorities efficiently and effectively, have excellent customer services skills and be able to work and communicate with various types of people.

Education requirements: Bachelor's degree preferred or three years advanced database management experience including data analysis. Salary range: \$29,994 to \$38,900. Benefits available upon completion of tiered waiting periods.

Contact: Send resume to Community Foundation of Henderson County, PO Box 1108, Hendersonville, NC 28793 or [Lhenderson-hill@CFHCforever.org](mailto:Lhenderson-hill@CFHCforever.org)