

**VP of Philanthropic Services
 (Christine Dawson)**

- Oversee philanthropic services department - Increase CFMC assets and philanthropic funds including donor advised funds, agency funds, affiliate funds, corporate and private foundations.
- Serve as a primary liaison for professional advisors
- Oversee CFMC's planned giving program

**Director
 Communications
 (Amanda Holder)**

Brand Management
 Produce Print Marketing Materials (i.e Annual Report, newsletters)
 Electronic Media (website mail, social media)
 Public Relations Contact

**Senior Philanthropic Services Officer
 (Brian Thayer)**

Primary responsibility for providing Philanthropic Services to fund holders and donor development

- Supervise Philanthropic Services Associate
- Manage Donor Central
- Primary contact for agency funds
- Oversee Affiliate funds
- Encourage Co-Investment
- FIMS team leader, develop organizational policies and procedures.
- Assist donors/prospects with planned giving strategies and goals

**Communications Coordinator
 (Cristina Dirksen)**

- Coordination of social media platforms
- Graphic Design, writing and editing support

**Philanthropic Services
 Coordinator
 (Minnie Elliott)**

Gift acknowledgement and donor database
 Oversee special events and MC GIVES!
 Assist with mailings to donors and others
 Take notes and drafts minutes

**Philanthropic Services Officer
 (Mackenzie Little)**

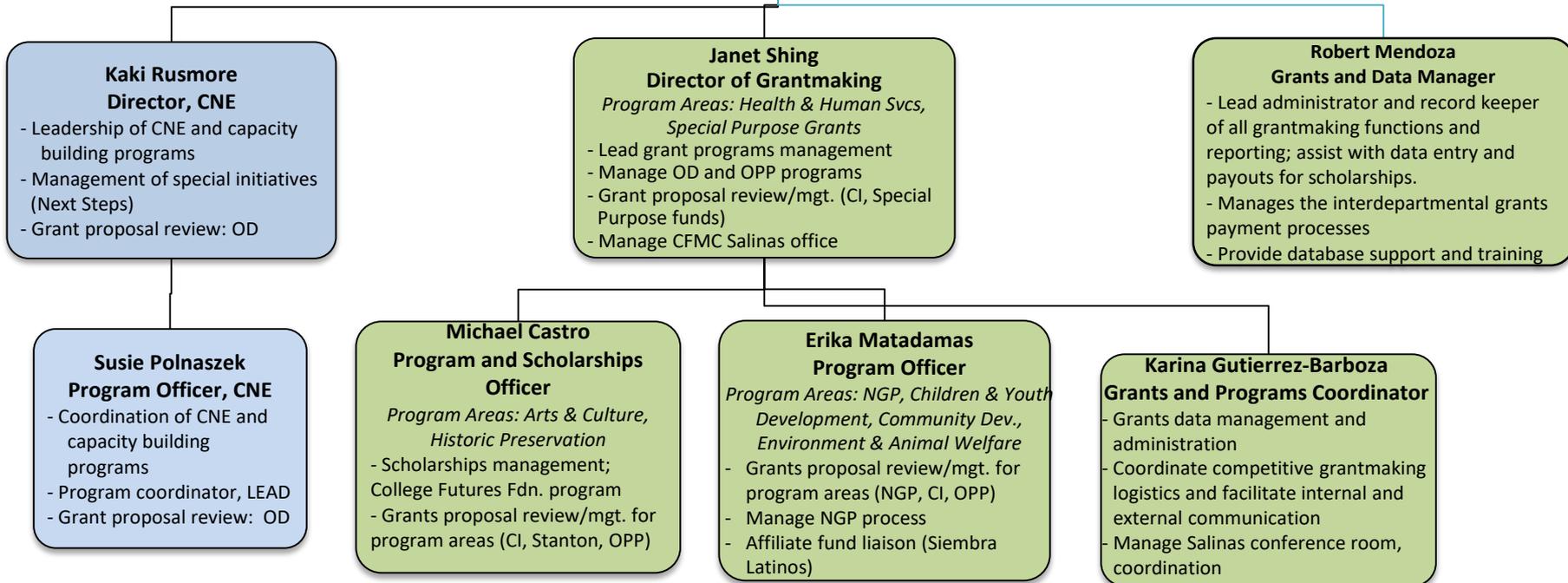
Process donor advised grants
 Provide philanthropic services and grantmaking for fund holders
 Develop fund holder engagement strategies
 Performs research to help VP for P.S. identify prospects
 Updates and maintains donor database records , prospect management and gift acknowledgment as needed
 Assists with Special Events and securing sponsorships

Laurel Lee-Alexander
VP of Grants and Programs

- Oversee Grants and Programs department
- Strategy and oversight of CFMC grantmaking, including special initiatives
- Coordinate grantmaking with CFMC philanthropic services including providing guidance for Affiliate Funds and Donor Advisors as needed
- Manage Stanton Endowment and coordinate disaster grantmaking.
- Community/CFMC projects (Homelessness, College Futures Foundation (CFF), GHGH, etc.)
- Coordinate third-party funding requests

GRANT PROGRAMS

- CI: Community Impact
- NGP: Neighborhood Grants Program
- OPP: Opportunity Grants
- OD: Organizational Development



Kaki Rusmore
Director, CNE

- Leadership of CNE and capacity building programs
- Management of special initiatives (Next Steps)
- Grant proposal review: OD

Janet Shing
Director of Grantmaking

Program Areas: Health & Human Svcs, Special Purpose Grants

- Lead grant programs management
- Manage OD and OPP programs
- Grant proposal review/mgt. (CI, Special Purpose funds)
- Manage CFMC Salinas office

Robert Mendoza
Grants and Data Manager

- Lead administrator and record keeper of all grantmaking functions and reporting; assist with data entry and payouts for scholarships.
- Manages the interdepartmental grants payment processes
- Provide database support and training

Susie Polnaszek
Program Officer, CNE

- Coordination of CNE and capacity building programs
- Program coordinator, LEAD
- Grant proposal review: OD

Michael Castro
Program and Scholarships Officer

Program Areas: Arts & Culture, Historic Preservation

- Scholarships management; College Futures Fdn. program
- Grants proposal review/mgt. for program areas (CI, Stanton, OPP)

Erika Matadamas
Program Officer

Program Areas: NGP, Children & Youth Development, Community Dev., Environment & Animal Welfare

- Grants proposal review/mgt. for program areas (NGP, CI, OPP)
- Manage NGP process
- Affiliate fund liaison (Siembra Latinos)

Karina Gutierrez-Barboza
Grants and Programs Coordinator

- Grants data management and administration
- Coordinate competitive grantmaking logistics and facilitate internal and external communication
- Manage Salinas conference room, coordination

VP of Finance and HR
(Diane Nonella)

- Oversee the finance & HR department
- Monthly financial statements & financial planning
- Annual Audit & IRS Form 990
- CFMC Operating Budget
- Spending Policy
- Staff liaison for finance & investment committees

Accounting Manager
(Phil Carey)

- Accounts Payable
- Grants Payable
- Gift entry verification & posting
- Deposit verification
- Employee benefits

Senior Accountant

- Bank and investment account reconciliations
- Asset and liability reconciliations
 - Month-end GL journal entries
 - General ledger maintenance
 - Payroll, payroll reports & payroll journal entries



Here for Good

Community Foundation
for Monterey County

Administrative Services Department

(Updated 8/2019)

Administrative Services Manager (Julie Conrad)

Oversee the Administration, IT and Facilities departments
Administrative support for Board of Directors and Committees
Maintain records, governing documents, policies, financial statements, rosters, handbooks
Ensure smooth operations day to day
Supervise Administrative Services Coordinator

Systems Operations Consultant (Todd Sergot)

Assess and implement data management and cybersecurity
Assess workflow processes and efficiency Manage databases and software
Reduce IT security risks
Analyze document retention practices
Implement and maintain an IT policy and emergency business continuity plan.
Understand the role of IT and Foundation Information Management System (FIMS)

Administrative Services Coordinator (Sarah Elias)

Manage front desk and lobby business
Maintain FIMS profile module and affiliation codes
Assist CEO day to day
Maintain conference room schedule and internal calendars
Assist with social media and website updates
Manage cash receipts journal, mail and correspondence
Coordinate and maintain office supplies