



NEW HAMPSHIRE
CHARITABLE FOUNDATION

**Executive Associate,
Vice President of Development and Philanthropy Services**

Date of Last Revision: 02-06-18

Title Group: Associate • supports people, a function or group of processes within a department
• has no responsibilities for performance management of staff

Department: Philanthropy

Reports To: VP, Dev. & Philanthropy Services

Status: Full-time | Non-exempt

Position Summary

Primarily Advances Strategic Goal: 2 – Greater Giving Through the Foundation

Provides executive level administrative support to the Vice President of Development and Philanthropy Services; responsible for administrative support to the Philanthropy team, including assistance with portfolio management, regional advisory board support and coordination of assigned events.

Essential Job Functions and Responsibilities

- Develop and manage the Vice President of Development and Philanthropy Services' overall schedule, including internal meetings, in-state and out-of-state travel, and meetings with professional advisors, donors, prospects and opinion leaders, or other events
- Arrange and/or prepare for meetings, presentations and events; ensure prompt follow-up actions as needed; attend certain meetings and events with the Vice President of Development and Philanthropy Services.
- Prepare and maintain briefing materials for the Vice President of Development and Philanthropy Services' daily schedule, including items such as background information, logistics, directions and remarks. Organize and manage electronic and hard copies of documents, publications and other materials for efficient use by the Vice President of Development and Philanthropy Services.
- Provide administrative support to the Vice President of Development and Philanthropy Services, including management of expense reports, credit card statements, mail, correspondence lists, Outlook contacts, filing and recordkeeping and other items or special projects as requested.
- Add and maintain records in Raisers Edge for donors, prospects, professional advisors and events
- Provide department staff with transactional fund information (such as balances, grantmaking and gift history, and purpose language) for donor stewardship
- Develop and provide regular portfolio reports to support the work of the Senior Philanthropy Advisors and other Department staff
- Assist in the planning, organizing and oversight of regional advisory board meetings and regional donor/prospect events, and maintain regional advisory board records.
- Provide general administrative support including preparing materials; filing; creating Word/Excel or PowerPoint documents or presentations; taking notes or minutes; and arranging travel and lodging for Department staff

- Provide back-up support to Philanthropy Operations Manager and other Philanthropy support staff
- Assists department staff with equipment issues (computers, printers, copiers, telephone)
- Performs other duties as assigned

Essential Knowledge, Skills, and Attributes

- Understanding of Philanthropy processes
- Ability to handle sensitive and confidential information with discretion and judgment
- Strong relationship and customer service skills, both internally and externally
- Ability to work comfortably in a fast-paced environment
- Effective written and verbal communication skills, including formal presentation preparation
- Ability to organize multiple tasks/projects, as well as prioritize tasks within projects
- Attention to detail and ability to work under deadline pressure
- Ability to be self-directed, as well as work in teams
- Initiative, independent judgment, resourcefulness, and flexibility
- Belief in the mission and purpose of the New Hampshire Charitable Foundation

Job Characteristics

- Shared office environment based in Concord, NH
- May require long periods of time at a computer
- Night and/or weekend work may occasionally be required
- Travel around the state may be necessary

Essential Qualifications

- A combination of education and experience equal to the needs of the role
- Strong computer and technical skills and ability to learn new technologies quickly; including MS Office products (Outlook, Word, Excel, PowerPoint) and routine database activity; experience with Raiser's Edge preferred but not required
- Ability to work with standard office equipment and other technology
- Valid driver's license

Organizational Life

- Participates in the Foundation's organizational life, including department management, improvement teams, and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Demonstrates a commitment to community and the well-being of New Hampshire
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive environment

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.