



NEW HAMPSHIRE  
CHARITABLE FOUNDATION

## Philanthropy Associate

Date of Last Revision: 07142021

**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:** Philanthropy Operations Manager

**Status:** Full-time | Non-exempt

### Position Summary

**Primarily Advances Strategic Goal:** Greater Giving Through the Foundation

Responsible for administrative support to the Philanthropy team, including assistance with portfolio management, support of specialized donors, and coordination of assigned events.

### Essential Job Functions and Responsibilities

#### *Administrative Support*

- Adds and maintains records in Raisers Edge for donors, prospects, professional advisors and events
- Provides department staff with transactional fund information (such as balances, grantmaking and gift history, and purpose language) as needed
- Provides general administrative support for the Director of Development and Philanthropy Services, Senior Philanthropy Advisors and other Department staff as assigned including preparing materials; filing; creating Word/Excel or PowerPoint documents or presentations; taking notes or minutes; and arranging travel and lodging for Department staff
- Supports grantmaking work of specialized donors and provides administrative support to the Director of Donor Services, including processing grants, scheduling and coordinating check-in meetings and updating giving plans
- Assists in the planning, organizing and oversight of regional advisory board meetings and regional donor/prospect events, and provides other administrative support for the regional advisory board system, including maintenance of electronic materials and database records
- Provides back-up support to Philanthropy Operations Manager and other philanthropy support staff.

#### *Other*

- Performs other duties as assigned

### Essential Knowledge, Skills, and Attributes

- 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 or relevant work experience equal to the needs of the role.
- Previous experience in nonprofit philanthropy/development preferred
- 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 Raisers 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.*