



NEW HAMPSHIRE CHARITABLE FOUNDATION

Philanthropy Associate

Date of Last Revision: 01052026

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:** Director of Donor Operations **Status:** Full-time
| Non-exempt

About the New Hampshire Charitable Foundation

The New Hampshire Charitable Foundation is New Hampshire's statewide community foundation, founded in 1962 by and for the people of New Hampshire.

We are the place where generosity meets the dedication and ingenuity of nonprofits and the potential of New Hampshire students. For six decades, thousands of people have entrusted their charitable resources to the Foundation, creating a perpetual source of philanthropic capital and making it possible for the Foundation to award more than \$70 million in grants and scholarships every year. We have a staff of 54 passionate and dedicated professionals working across the state, and are governed by a highly engaged Board of Directors.

The Foundation's purpose is to make New Hampshire a more just, sustainable and vibrant community where everyone can thrive. Our current strategic plan, *Together We Thrive*, is focused on advancing equity, racial justice, and economic security. That's because when a community can draw on the potential, strength, ingenuity and grace of every person in it, that community will be healthier, happier, more prosperous and a better place to live for all.

Position Summary

Primarily Advances Strategic Goal: Greater Giving Through the Foundation

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

Essential Job Functions and Responsibilities

Administrative Support

- Adds and maintains records in CSuite 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 Philanthropy, Director of Advisor Relations, 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.
- Accurately enters and processes donor advised fund grants in partnership with the Finance

Department

- Assists in the planning, organizing and oversight of donor/prospect events.
- 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

- The Foundation utilizes a distributed work environment approach. This means employees may choose to work from a shared office environment in Concord, NH, a home office or a hybrid approach of the two. Determinations about primary work location are subject to the approval of the performance manager and dependent on the nature of the work required of the role and the needs of the department. Regular presence in Concord, NH home office is required.
- 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 that equals 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 Csuite
- 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.

The New Hampshire Charitable Foundation provides equal employment opportunity to all applicants without regard to factors such as race, color, sex, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, military or veteran status or any other characteristic protected by law.

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.