

THE GREATER HOUSTON COMMUNITY FOUNDATION
POSITION DESCRIPTION
February 22, 2018

Job Title: Foundation Services Associate
Reports to: Foundation Services Manager

We are seeking an energetic, customer service minded candidate to assist in providing high touch, customized, business operations functions to our Foundation Services clients. This role is a combination of exceptional back-office provision, special-project fund administration, and high-level project support.

To succeed in this role, you should have a flair for helping people and providing administrative support to a number of clients. The ability to multi-task, prioritize, and meet deadlines are a must.

Job Responsibilities:

- Assist with clients' daily business operations in combination with internal and external staff
- Schedule Board and various client meetings
- Creating: Agendas, Board Books, other business materials
- Attend Board meetings and take minutes
- Manage contacts, email correspondence, and other client tracking systems
- Develop/maintain paper and electronic filing systems so information is organized/easily accessible
- Audit grant application packets
- Update and compile Foundation Services data, metrics and analysis
- Serve as back up support in regards to the GHCF's Online Grant Application System
- Assist with Special projects/Research as needed – GHCF and client oriented

Qualifications:

- Bachelor's degree required
- Minimum 3-4 years' experience in private philanthropy or related field or activity
- Excellent interpersonal and communication skills
- Successful project management of multiple, concurrent projects
- Highly detail-oriented, responsible, personable, self-directed
- Success in fast-paced environments and can prioritize accordingly
- Production of professional level work and product delivery; operates with a sense of urgency
- Solid computer skills for Microsoft Office suite (Word, Excel, Powerpoint, and Outlook), database management systems and use of Internet, and willingness to learn customized foundation software
- Provision of business operations functions and designing work-flows, creating efficiencies, and strong execution of tasks
- Ability to maintain strict confidentiality about client and business matters
- IT support experience or online grant application knowledge, a plus
- Exposure to IRS regulations for foundations, supporting organizations, a plus

Interested individuals should send a cover letter and resume to:

Allison Hale: ahale@ghcf.org or 713-333-2220 fax

Deadline to submit: