



Position Announcement

Associate, Philanthropy

Synergos is seeking an Associate, Philanthropy to manage and support administrative and programmatic projects for Synergos' Philanthropy Program, including its flagship Global Philanthropists Circle network. The ideal candidate is collaborative, proactive, relationship-oriented and works effectively with multiple team members across a range of programs and geographies. Key responsibilities include events and administrative management, communications development and support, and database management.

About Synergos

Synergos is a global organization helping solve complex issues around the world by advancing bridging leadership, which builds trust and collective action. We believe in the power of building trust. It's how we help people and organizations work together to achieve lasting change on issues that matter to them. Over the course of more than 30 years, Synergos has supported innovative initiatives in more than 30 countries and regions. We have staff and representatives in Africa, Asia, the Middle East, Europe, Latin America, and the United States.

Primary Responsibilities

Administrative and Operations Support

- Lead administrative support functions for the successful planning and execution of events and trips in the United States and Asia, as well as in other regions as required. Tasks include drafting and coordinating marketing materials and invitations; managing all logistics, such as participant registration, venue contacts, lodging, meal planning and travel arrangements; and preparing pre- and post-event materials.
- Provide event and administrative support for GPC affinity groups, including the Refugee/Migration Crisis, Food Systems, Impact Investing, and Spiritual Civilization groups.
- Assist with intern management.

Communications and Development Support

- Lead the WeChangers project, an online platform to facilitate communication between members
- Coordinate the development and execution of key communications materials, including the member newsletter, calendar of events and website knowledge management, photography at events and event marketing materials
- Assist in developing the strategy for Synergos' social media and growing the organization's presence
- Manage data collection of member intake and event surveys

Research Support

- Coordinate research requests from the Philanthropy team and GPC members
- Manage research projects related to our GPC affinity groups
- Provide support for special projects that advance the impact of GPC members philanthropic projects

Data Management

- Maintain database information regarding current and prospective members of the GPC including: bios, contact information, dues status, and interactions with Synergos team.
- Support GPC prospect research process and ensure information is updated in the database.
- Support and maintain the integrity of information in CRM database.

Qualifications

- Bachelor's degree required
- Preferred 1 to 2 years' work experience in the non-profit or private sector;
- Excellent knowledge of Microsoft office software products, especially Outlook, Word and Excel
- Prior experience with the organization of events and/or trips
- Strong working knowledge and experience with customer relationship management (CRM) systems (donor database program)
- Ability to work within a team structure as well as independently, be flexible, resourceful and can take initiative.
- Strong written and verbal communications skills
- Detail oriented, with outstanding organizational skills
- Fluency in Spanish required
- Experience living, working, or traveling in Mexico a plus
- Commitment to high ethical standards and data confidentiality
- A passion for the Synergos mission and values

Why You Should Work at Synergos

- We're a values-oriented organization helping create a better world
- We offer a competitive salary and excellent benefits
- You'll work with diverse, collegial staff and innovative members of our networks around the world
- You'll have opportunities to work with leading philanthropists globally and learn about impact investment, personal development and mindfulness.

To Apply

Please send cover letter and resume to jobs3@synergos.org.

No telephone calls please.