

Position Title: Giving Strategies Assistant

Organization: Community Foundation for Greater Buffalo

Salary: \$19.00 – \$24.00/hr

AFP-WNY Post Date : 09/25/2023

DEADLINE TO APPLY: OPEN

POSITION SUMMARY:

The Giving Strategies Assistant is a member of the Giving Strategies team. This position is supervised by and primarily provides administrative support to the Associate Vice President, Client Relations and Communications. They also support the Giving Strategies and Communications Teams.

A successful Giving Strategies Assistant is highly organized, excellent at follow-through, very detail oriented and possesses a high level of computer competency. They should be comfortable in a fast-paced environment and be motivated by the important mission-driven work of the Community Foundation. At all times, the Giving Strategies Assistant must maintain exceptional standards of ethics and confidentiality.

The Community Foundation for Greater Buffalo is a 501(c)(3) public charity holding more than 800 different charitable funds, established by individuals, families, nonprofit organizations, and businesses. We are committed to helping our clients support the issues and organizations that they care about most and to fulfill our mission of connecting people, ideas and resources to improve lives in Western New York. Together, with our clients and partners, we are creating positive change in our community.

KEY RESPONSIBILITIES

General Administrative

- Provide administrative support for the Associate Vice President, Client Relations and Communications, and the Giving Strategies and Communications Teams.
- Prepare and proof documents and correspondence, including client and prospective client letters and mailings, and PowerPoint presentations.
- Successfully interact and engage a wide spectrum of people in the community, including the Board of Directors, clients, grantees, funding partners and the general public.
- Provide administrative and logistical support to the Giving Strategies and Communications Teams, including client and committee event and meeting preparation, by scheduling meetings coordinating event logistics maintaining guest lists preparing name tags preparing meeting materials sending appropriate reminders and confirm attendance prepare accurate and complete minutes of meetings
- Service clients with excellence and personal attention in an effective manner; appropriately handle client issues, including resolving any complaints that may arise and connecting clients with the appropriate Community Foundation team member.
- Perform office functions including, but not limited to: Answering phones Create, modify, proofread and edit documents, records, and reports
- Pull mailing and donor lists from database
- OTHER JOB DUTIES

All other duties, as assigned
MANAGEMENT RESPONSIBILITIES

None
TRAVEL

No travel will be required; although, professional development opportunities may arise, wherein travel may be necessary.

TECHNICAL EXPERTISE/EXPERIENCE AND QUALIFICATIONS

Bachelor's Degree

- Demonstrated computer proficiency with Microsoft Office, including Word, Excel and PowerPoint, and an ability to manipulate database information in a PC environment
- Experience with Salesforce.com, Raiser's Edge, FIMS or other proprietary database preferred
- Understanding and adherence to quality standards of ethics and confidentiality
- Able to perform the core duties of the role within thirty days of hiring
- Ability to attend off-site events, such as community events and meetings, and represent the Foundation appropriately.
- Possession of a valid driver's license and reliable personal vehicle
- Pay range: \$19.00 – \$24.00/hr

ABOUT THE COMMUNITY FOUNDATION

For more than a century, the Community Foundation for Greater Buffalo has enhanced and encouraged long-term philanthropy in the Western New York community. A 501 (c)(3) organization, the Community Foundation's mission is: Connecting people, ideas, and resources to improve lives in Western New York. Established in 1919, the Community Foundation has made the most of the generosity of individuals, families, foundations and organizations who entrust charitable assets to the Community Foundation's care. Learn more at cfgb.org.

TO APPLY:

Community foundations are designed to grow and evolve as our community's needs change, and new positions are regularly created as a result. As the Community Foundation for Greater Buffalo continues to grow, we're looking for talented people who want to use their abilities to make a lasting difference. If that is you, then please send a cover letter explaining your interest in this position and what you would bring to the Community Foundation for Greater Buffalo.

Send cover letter and resume as a single Word or PDF document via email to: Jobs@CFGB.org. Please submit responses electronically via email. However, responses may also be received by the U.S. Postal Service if an electronic medium is not available. No calls please.

Application deadline: Open until filled. We thank all candidates for their interest; however, only those selected for an interview will be contacted. The Community Foundation for Greater Buffalo is an equal opportunity employer that values diversity, practices inclusion and works to advance equity.