

PHILANTHROPIC SERVICES ASSISTANT

The Community Foundation creates permanent, positive change in southeast Michigan through thoughtful philanthropy. With generous support from thousands of donors, the Community Foundation is building permanent endowment for the region and helping individuals, families, and businesses fulfill their charitable goals.

Making southeast Michigan a better place isn't a one-person job. It takes a team of people bringing passion and talent to philanthropic projects. We have a new opportunity for an office manager, who can impact the work experience of their colleagues and enhance the experience of our trustees, donors, grantees and guests.

Reporting to the operations manager, the philanthropic services assistant will provide a full range of administrative support to the team members of Philanthropic Services. Responsibilities will include support for the vice president, Philanthropic Services with scheduling, report filing and correspondence preparation. In working with the general counsel, will assist with scheduling, filing/scanning, plan and coordinate communication with legal and financial advisors, organize information for transactions and perform basic research of current topics.

The assistant will work with the operations manager with research, prospecting and donor management, including adding new prospects to the database and updating spreadsheets. Support for team members will include with preparing materials for donor visits; assist donors with CFSEM's online donor portal; provide and answer questions related to donor funds when necessary, assist in planning and coordinating donor events. The assistant will be responsible for tracking and managing incoming fund agreements, grant award letters, and other documentation related to incoming or outgoing gifts and grants.

In support of team members, will backup data entry and operations of the Donor Advised Fund grant program, and data entry and operations of the gift processing and gift acknowledgement program. Will routinely handle internal and external inquiries and be part of a rotation in backup of the office receptionist.

The philanthropic services assistant will have three to five years of work experience in office management or professional administrative support, along with preference of a bachelor's degree. Legal services experience is a plus, along with working knowledge of nonprofit organizations. Working knowledge of software applications such as Blackbaud Raiser's Edge, Word, Outlook, Excel, and Power Point are needed, with data entry experience required. Must be able to handle confidential information and respond sensitively and patiently to internal/external inquiries in a timely manner.

The Community Foundation is in the heart of downtown Detroit, located near Campus Martius, the Riverfront and many parks and restaurants. Benefits include medical, dental, vision, life/LTD insurances, paid parking, along with paid sick, personal, holiday and vacation time. A 403(b) savings plan is available, along with a Foundation funded pension program.

It is an exciting time to join the Community Foundation as we celebrate 35 years of serving the southeast Michigan region, achieving recognition among the top 25 community foundations in the U.S. with nearly \$900 million in assets, granting more than \$1 billion through nearly 67,000 grants since our founding.

TO APPLY

Send your cover letter, resume and salary requirements to Nancy Davies, human resources director at: careeropportunities@cfsem.org.