

**Summary:** Philanthropy West Virginia is a professional membership organization for grantmaking foundations, corporate giving programs, United Ways, philanthropists, and professional advisors who are based in and/or grantmaking in West Virginia. Our focus is on:

- **Delivery** of high-quality, cost-effective, and relevant programming and services that meet the needs of a diverse base of philanthropic organizations and individuals with respect to size, type, staff capacity, funding interest areas, and styles of learning to advance best practices, knowledge, build operational/grantmaking capacity, and maximize their impact
- **Connecting** philanthropy across West Virginia and nationally for sharing, learning, and collaborations to address issues and create lasting solutions
- **Serving** as an objective partner and convener that brings together members, partners, and others to create stronger communities and a knowledgeable, collaborative, effective, and sustainable philanthropic sector
- **Advancing** the growth of philanthropy by engaging new funders to our leadership organization and sharing expertise/resources for a unified voice and wider impact
- **Promoting** through public policy and advocacy the work, priorities, and needs of West Virginia funders and nonprofits with our local, regional, state and federal government officials.

Philanthropy West Virginia's **Operations Assistant** plays a critical role in the organization and advancement of its mission. The Operations Assistant works with and reports to the President & CEO and works with the Program & Engagement Coordinator, all staff, member organizations, board of directors, and committees. The person serving in this role will be an active and results-oriented participant in Philanthropy WV's staff team to ensure full completion of tasks, projects, and keeping the organization's momentum going that serves our members and priority areas.

### **The position responsibilities include:**

#### **A. PRIMARY RESPONSIBILITIES:**

##### ***Member & Partner Services:***

- Serve as a professional and hospitable first line of communication and greeter for all callers, visitors, board of directors, members, and partners.
- Work with President and other staff to develop meeting plans, agendas, and other necessary documents and provide assistance by taking meeting minutes for working groups, member programs, and committee/board meetings
- Respond to member and staff requests in a timely fashion
- Distribute communication/correspondence between leaders/committees/volunteers of Philanthropy WV as well as partnership organizations
- Maintain and regularly update member lists, membership database, partner directories, list serves and mailing lists.
- Works with Program & Engagement Coordinator to draft and send annual dues renewal mailing out in December of each year
- Compile new member kits and distribute as necessary, prepare copies, and identify updates to marketing materials

##### ***Administrative & Operations:***

- Perform general clerical duties to include, but not limited to: order and store all office supplies, filing, copying, scanning, and bulk mailings.
- Maintain necessary records/office filing system, both electronic and hard copy. Ensure monthly digital back up of systems
- Prepare and ensure timely delivery of annual state and federal reports, general correspondence, and other compliance reports/documents.
- Effectively manage and send out direct mails and e-communication campaigns
- Retrieve and process mail in compliance with the accounting policies & procedures process
- Use and ensure smooth functioning of all office equipment, including copier, printers, phones, camera, and organization computers/laptops.
- Maintain all software programs including, Office Suite, Adobe Creative Suite, Quickbooks, and web content management system. Work with providers to troubleshoot any problems.
- Maintain an active web-based video conferencing system and other teleconference options for staff, committee, board, and/or membership meetings or programs.

##### ***Finances & Accounting:***

- Coordinates processes for deposits, payables, and financial reporting with eCratchit system in compliance with our Accounting Policies and Procedures process
- Maintains and updates the grant tracking report with accuracy and timeliness
- Assisting with grant reports and compiling reports to submit on schedule
- Assists with the data and financial reporting for state and federal grants
- Preparing donor charitable thank yous/gift receipts for signature and sending upon completion
- Research and recommend new products/services as appropriate.
- Prepares invoices and monitors A/R collections for event registrations and program sponsorships
- Monitoring the budget and securing the best economic options for the organization for office supplies, event venues, etc.
- Oversee backups of all records and computer systems, virus protection, etc.

### **Program Support:**

- Updates website weekly in partnership with other key staff to ensure current and accurate information on programs and services
- Respond to all inquiries and provide information, materials, regarding Philanthropy WV or program partner to those who call, email or visit our office
- Be an active participant of the Philanthropy WV TEAM to ensure completion of all tasks and keeping the organization's momentum moving forward
- Collaborate on projects to ensure high quality program and product delivery

### **Some Communication Assistance:**

- Works with Program & Engagement Coordinator and President & CEO to plan out communication strategy reaching internal and external audiences through both print and electronic communications tools
- Coordinates our social media outreach and communications (Facebook, Twitter, and LinkedIn)
- Assists in creating/disseminating unique and effective communication about programs, partnerships, and member news

### **General Office Tasks:**

*Other duties will be assigned, as deemed essential by the President & CEO and Program & Engagement Coordinator, to ensure smooth operation of the organization.*

### **Requirements/Qualifications:**

The ideal candidate will be familiar with the philanthropy and/or nonprofit sector(s) and able to work in a fast-paced and entrepreneurial environment. The right candidate will be highly-motivated, results-oriented, self-starter, and able to manage several projects at once. Other qualifications include:

- Minimum of an associates degree
- Minimum of at least two years of relevant work experience in the philanthropy and/or nonprofit sector is preferred. Members services and accounting experience is beneficial.
- Proficiency with data entry, website maintenance, and general administrative tasks
- Proficiency in Microsoft Office, Outlook, and online systems. Familiarity with Adobe Creative Suite, Mail Chimp/Constant Contact, database management, and CRM software is helpful. Ability, willingness, and follow through to learn new software as required.
- Experience and skills in scheduling and setting up for meeting logistics, trainings, events, and various forms of communications is helpful.
- Able to anticipate what needs to be done; demonstrates a strong sense of purpose and takes the initiative to follow through and meet deadlines
- Excellent verbal and written communication skills, and customer service skills
- Strong interpersonal skills: tactful and mature, allowing for effective interface with members, staff, board members, and other stakeholders.
- Highly motivated and flexible, with the ability to work independently and follow tasks through to completion as well as participate as an effective member of a small office team.
- Professional attitude and appearance. Ability to lift up to 25 pounds.
- Occasional car travel may be necessary throughout West Virginia. Valid driver's license with necessary insurance required. There might be occasional day and/or overnight travel within the organization's service region or trainings programs nationally (no more than 2 to 4 times per year).

This position is in the \$25K-30K/annual salary range for full-time, but part-time could be discussed. Full time employees would have access to a generous benefits package including: health, dental, and life insurance, holiday schedule, PTO after trial service period, and resources for professional development associated with your role in the organization.

Serious candidates should submit a **completed** application which includes: (a) cover letter with salary requirements, (b) current resume, (c) two writing samples (professional, marketing/media, or correspondence), and (d) three professional references via email to: [info@philanthropywv.org](mailto:info@philanthropywv.org). One completed document as a PDF is appreciated. Philanthropy West Virginia is an equal opportunity employer.