

**Summary:** Philanthropy West Virginia (Philanthropy WV), West Virginia's philanthropic leadership network, seeks applications for the position of **Membership & Operations Assistant**. Philanthropy WV's network includes grantmaking foundations, corporate giving programs, United Ways, philanthropists, and professional advisors who are based in and/or giving in West Virginia and central Appalachia. Our focus is on:

- **Delivery** of high-quality and relevant programming and serving a diverse base of grantmaking foundations, companies, individuals, and other organizations
- **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 collaborative, effective, and sustainable philanthropic sector
- **Advancing** the growth of philanthropy by engaging new funders to our leadership network 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's philanthropy and nonprofits with our local, regional, state and federal government officials.

### **Primary Responsibilities:**

Philanthropy WV's **Membership & Operations Assistant** plays a critical role in the organization and advancement of its mission. The Assistant works with and reports to the Director of Operations & Revenue and works with President & CEO and 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 services.

The **Membership & Operations Assistant** supports membership services, programming, and operations to advance our priorities, plans, and mission. 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 associate's degree and at least two years of relevant work experience in the philanthropy and/or nonprofit sector is preferred. Member services and operations experience is beneficial.
- Proficiency with data entry, website maintenance, and general administrative tasks
- Proficiency in Microsoft Office Suites, Google Suites, and online systems. Familiarity with Canva, Mail Chimp/Constant Contact, database management, and CRM software is a plus. Ability, willingness, and follow through to learn new software as required.
- Experience and skills in scheduling and setting up meeting logistics, trainings, events, and various forms of communications
- Able to anticipate what needs to be done; 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 growing staff team.
- Professional attitude and appearance.
- Occasional car travel may be necessary throughout West Virginia. Valid driver's license with necessary insurance required.

### **The work of this position includes:**

- Member Services & Program Support
- Administrative, Operations, and some finance/accounting
- Some Communication Assistance
- General Office Tasks

### **Compensation:**

This position is in the \$31K-34K/annual salary range for full-time. 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.

**About Philanthropy WV:** Philanthropy West Virginia connects the Mountain State's diverse network of philanthropic funders. We strive to inspire community-driven solutions across the state reaching both urban centers and the most rural areas in Appalachia. This advances our mission of "*Strengthening Philanthropy in the Mountain State.*" Philanthropy WV is committed to an inclusive and diverse team, working environment, and members network. Philanthropy West Virginia is an equal opportunity employer.

**Application Process:** Please submit a cover letter and resume to [careers@philanthropywv.org](mailto:careers@philanthropywv.org) by March 1<sup>st</sup>.