



Foundation and Donor Services Associate (Part time)

Company Name: Nevada Community Foundation
Job Position: Foundation and Donor Services Associate
Location: One Summerlin Building, Downtown Summerlin, Las Vegas, Nevada
Job Status: Part-Time

JOB SUMMARY

The Foundation and Donor Services Associate will provide support to the administrative team, responding to a wide range of donor requests. Nevada Community Foundation's mission is to steward donors' charitable giving, and to strengthen the community through impactful investment and leadership. You will be an integral part of our overall vision of supporting our donor and community initiatives. This is a part time position which offers a flexible work schedule that caters to every member of our team.

JOB DESCRIPTION AND RESPONSIBILITIES

- Provide timely, responsive and professional "white glove" customer service to our donors and team.
- Process grants, manage data entries, draft tax acknowledgement letters, conduct due diligence on grantee organizations and verify grant compliance.
- Facilitate all fiscal partner tasks, deadlines, and follow ups.
- Work with the operations team to improve processing, procedures, and data integrity.
- Assist with special projects as needed, donor requests, and C Level engagements.
- Handle special projects with efficiency.

COMPETENCIES & ABILITIES REQUIREMENTS

- High regard for your own personal and professional brand.
- Diligent and accountable.
- Willingness to learn from a large and evolving knowledge base.
- Experience with spreadsheets and databases.
- A high degree of flexibility to reprioritize as team needs change.
- Aptitude to think critically and creatively.
- Attention to detail and proven ability to perform tasks independently with a high degree of accuracy.
- Demonstrates capacity to multitask, stay organized, and proactively manage workflow to meet deadlines.
- Prior experience with grants or gift processing is preferred.
- Excellent verbal and written communication skills.

EDUCATIONAL REQUIREMENT

- Associate or bachelor's degree in business management or office administration.
- In lieu of degree, applicant can have administrative certifications or over 8+ years of experience in office administration, no particular industry.

APPLICATION PROCEDURE

Please follow the instructions below.

- 1) Email Subject: *Application for Foundation and Donor Services Associate: Your name*
- 2) Cover letter should be in the body of the email. Please aim to answer the following questions in your letter:
 - a. What is important to you as a working professional?
 - b. Why do you want to work for Nevada Community Foundation?
 - c. Share relevant information that is not included in your resume.
- 3) Attach your resume. PDF strongly preferred.
- 4) Send email to jane.ramos@nevadacf.org.

Application deadline: Sunday, May 12, 2019 by 11:59 PM PST.

Interviews will be held the week of May 13, 2019.

SALARY

Hours: 20 to 24 hours weekly

Hourly Rate: \$18 - \$22 per hour

After training is complete, a possible work from home arrangement can be discussed.