

Job Title: Foundation Service Associate

Reports to: Senior Foundation Services Manager

Greater Houston Community Foundation seeks an energetic, customer service-minded candidate to assist in providing high-touch, customized, business operations functions to our Foundation Services clients. This role is a combination of exceptional back-office provision, special-project fund administration, and high-level project support. The ability to multi-task, prioritize, and meet deadlines are a must. The ideal candidate must be exceedingly well organized, flexible, and able to work independently.

This non-exempt position requires a strong commitment to working in a team environment, adaptability, and the ability to interact with staff, clients, donors, and volunteer leadership in a fast-paced environment with a high level of responsiveness and professionalism. Strong interpersonal and communication skills and respect for confidentiality at every level is required. This position will report to the Senior Foundation Services Manager and will be a member of the Foundation Services team.

Hourly Pay Range (Non-Exempt): \$24.00 to 25.00

The hourly wage will be set in accordance with the successful candidate's experience. In addition, the candidate will participate in employee benefits plans, including comprehensive health and dental insurance coverage, generous PTO, and 401(k) with matching component.

This is a hybrid position, offering a combination of remote work and in-office presence. Candidates should be comfortable with both remote collaboration and in-person meetings or events as required.

Interested parties should submit their cover letter and resume via our [online application form](#) by August 30, 2024. We will contact those candidates who most closely match our requirements.

Major Functions

- Assist with clients' daily business operations in combination with internal and external staff
- Schedule Board and various client meetings
- Creating: Agendas, Board Books, other business materials
- Attend Board meetings and take minutes
- Manage contacts, email correspondence, and other client tracking systems
- Develop/maintain paper and electronic filing systems so information is organized/easily accessible
- Audit grant application packets
- Update and compile Foundation Services data, metrics and analysis, as requested
- Serve as back up support for the Online Grant Application System
- Assist with Special projects/Research as needed – Greater Houston Community Foundation and client oriented

Desired Qualifications

We seek a team member that thrives on challenges and is comfortable in a fast-paced, demanding environment. The successful candidate will have a proven track record of excellent communication and interpersonal skills, strong analytical skills and attention to detail, and success working collaboratively within a team and servicing clients.

Specifically, the successful candidate will possess:

- Bachelor's degree
- Minimum 3-4 years' experience in private philanthropy or related field or activity
- Excellent interpersonal and communication skills
- Successful project management of multiple, concurrent projects
- Highly detail-oriented, responsible, personable, self-directed
- Success in fast-paced environments and can prioritize accordingly
- Production of professional level work and product delivery
- Solid computer skills for Microsoft Office suite (Word, Excel, PowerPoint, and Outlook), database management systems and use of Internet, and willingness to learn customized foundation software
- Provision of business operations functions and designing workflows, creating efficiencies, and strong execution of tasks
- Ability to maintain strict confidentiality about client and business matters
- IT support experience or online grant application knowledge, a plus
- Exposure to IRS regulations for foundations, supporting organizations, a plus

Physical Requirements

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently and up to 20 pounds occasionally.
- Ability to stoop, kneel, crouch or reach frequently.
- Ability to remain in a stationary position approximately 65% of the time.
- Ability to move about inside the office to access file cabinets, office machinery, etc. approximately 35% of the time.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Greater Houston Community Foundation is an Equal Opportunity Employer and does not discriminate against a job applicant or an employee because of a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. Greater Houston Community Foundation does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.