



THE DENVER FOUNDATION

JOB TITLE: Philanthropic Services Administrative Assistant

REPORTS TO: Deputy Vice President of the Philanthropic Services Group

POSITION SUMMARY:

The Philanthropic Services Administrative Assistant provides support to the Philanthropic Services Group (PSG) to advance the team's effectiveness and efficiency. The position provides direct donor services such as technical support for users of the online donor portal, coordination of donor correspondence, and staffing PSG meetings and events. This position coordinates department committees and provides clerical and administrative support for the Philanthropic Services Group. The position provides executive assistance to the Vice President, Deputy Vice Presidents, and frontline fundraising team.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

Donor Services (50%)

- **Meetings and Events:** Support all PSG meetings and events, including:
 - Coordinate invitation and communication materials with other departments
 - Record and organize event RSVPs including follow-up correspondence
 - Serve as lead contact with outside vendors (e.g., direct mail, venue, caterers, etc.)
 - Provide day-of event support such as preparing nametags and event collateral, attending events, and staffing welcome tables
- **Donor Correspondence:** Administer the distribution of correspondence from the Foundation to donors
- **Donor Help Desk:** Respond to donor requests for services received via phone and email (e.g., online donor portal technical support, copies of fund statements, copies of gift acknowledgement letters, etc.)

PSG Administrative Support (50%)

- **Executive Support:** Provide administrative assistance to the Vice President, Deputy Vice Presidents, and frontline fundraising team
 - Calendar and schedule support for donor meetings
 - Draft letters and other correspondence
 - Donor database management including tracking activities and downloading reports
 - Maintain information folders for key contacts
- **Support for PSG Committees:** Manage contact lists, calendars, invitations, and all committee collateral
- **Administrative Support:** Ensure smooth functioning of PSG business activities, including but not limited to:

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER

- Support for PSG committees including managing contact lists, calendars, invitations, RSVP's, meeting logistics, and preparing all committee collateral
- Support check processing, credit card reporting, and accounts payable

QUALIFICATIONS:

Required

- 2-3 years as an Administrative Assistant or Executive Assistant, or similar role focused on administrative support
- Proven experience providing complex administrative support in a high-profile environment
- High level of confidentiality and professionalism
- Strong attention to detail
- Customer service orientation
- Excellent problem-solving, organization, and time management skills
- Ability to handle multiple tasks with little or no supervision
- Demonstrated strong interpersonal skills, including managing conflict with tact and diplomacy
- Highly skilled in use of Microsoft Office and Google applications
- Proficient knowledge of the purpose and use of relationship management software
- Strong working knowledge of office processes and business process development
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures
- Commitment to The Denver Foundation's core values of leadership, equity, inclusiveness, and accountability

Preferred

- Functional experience using Blackbaud software; knowledge of Raiser's Edge, Blackbaud Network Connect (BBNC) and Financial Edge a plus
- Experience using document management systems; knowledge of Laserfiche a plus
- Knowledge and understanding of philanthropy and the nonprofit sector
- Experience in fundraising and donor relations

WORK ENVIRONMENT:

The position is based in an office environment with a mix of private offices and cubicles.

PHYSICAL DEMANDS:

- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Occasional early morning and evening events

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- Must be authorized to work in the United States
- Must be able to provide at least three professional references

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

COMPENSATION:

This is a full-time, non-exempt position. The Denver Foundation offers a competitive benefits package including paid time off, retirement contribution, tuition assistance, and medical, life, and disability insurances. The starting salary for this position ranges from \$40,000 to \$42,000.

APPLICATION PROCESS:

Interested applicants should complete the application located on our Careers page at <http://www.denverfoundation.org/About/Careers>. Applications will be accepted until position is filled.

THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER