



Grand Haven Area

community foundationSM

Job Title: Philanthropic Services Associate
Job Type: Full-Time; Non-Exempt
Reports to: Vice President of Advancement & Donor Services

About the Organization:

The Grand Haven Area Community Foundation (GHACF) is our community's charitable foundation where we connect people, support programs, and lead change to help the community thrive. We help improve and enhance the quality of life by promoting a healthy, inclusive, and diverse community. We have been serving Northwest Ottawa County and West Michigan since 1971. GHACF is regularly recognized as a top 100 Community Foundation in the nation and is the 7th largest community foundation in the State of Michigan. For more information visit ghacf.org.

Job Purpose:

The Philanthropic Services Associate reports to the Vice President of Advancement and Donor Services and primarily provides administrative support for the services that the Foundation provides to individual fund holders and corporate advised funds. Additional duties will be performed for the Director of Grants and Program and will involve assisting with the community grants program as well as providing administrative assistance to organizations who have endowments and Designated Funds held at the Foundation.

Specific Duties:

Assist VP of Advancement & Donor Services with:

- Maintaining and updating database.
- Preparing development packets.
- New donor orientation meetings.
- Processing donor advised fund grant recommendations.
- Developing and producing targeted donor lists for mailings and events.
- Performing due diligence for Donor Advised grants.
- Providing technical assistance for the Donor Portal.
- Serving as backup for gift entry and gift acknowledgments.

Assist Director of Grants and Program with:

- Processing grant recommendations.
- Researching, packet compiling, minute taking, and preparation for the competitive grants process.

Cross-Functional Support:

- Assisting with event planning and meeting accommodations.
- Participating in ongoing training and professional development as well as staying abreast of industry trends.
- Managing and facilitating special projects as assigned.

Required Skills and Abilities:

- Must demonstrate strong organizational, interpersonal, and communication skills.
- Ability to take direction and work independently with the team.
- High level of customer service.
- Ability to maintain confidentiality of our donors.
- Must be detail-oriented with ability to understand and articulate the vision and purpose of the organization.
- Knowledge about and passion for community philanthropy and nonprofit organizations.
- Proficiency in relevant software programs to include: Microsoft Word, Excel, Outlook, and PowerPoint.
- Manage multiple tasks in an environment with short deadlines while maintaining close attention to detail.
- Strong writing and copy-editing skills.
- Project management with the ability to meet deadlines.

Education/Experience: Associates degree required, and 1-3 years of relevant experience preferred.

Extra consideration may be given to individuals with database experience (specifically, GE and RE from Blackbaud). Blackbaud – CRM software experience; bCRE-Pro (Blackbaud Certified Raiser’s Edge Professional) is preferred.

Work Hours: Monday through Friday 8:30 a.m. to 5:00 p.m. with a one (1) hour lunch. This position is hourly and non-exempt. Occasional flexible schedule in early mornings and evenings is required.

Pay Rate: Pay commensurate with experience. The Foundation has a comprehensive benefit package and a 403b Retirement plan.

GHACF follows an Equal Opportunity Employment Policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, age physical or mental ability, pregnancy, veteran status, military obligations, marital status or any other characteristics protected by law.

To Apply for This Position

Please send resume and cover letter to:

Patty MacDonald, Director of Finance & Administration

pmacdonald@ghacf.org