

POSITION DESCRIPTION

JOB TITLE:	Program & Administrative Assistant, Philanthropy	STATUS:	Hourly
REPORTS TO:	Senior Leaders in Philanthropy, TBD	HOURS:	Part Time (~25 hours / week)
DATE:	September 2019	DEPT:	Philanthropy

CFT's Vision

To build thriving communities for all

CFT's Mission

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

CFT's Values

Enhancing the experience and impact of giving through:

1. Exemplary service;
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

[Communities Foundation of Texas'](#) main focus is to enhance the experience and impact of giving for individuals, families, companies, foundations, and nonprofits by offering charitable tools like donor-advised funds, scholarships, [North Texas Giving Day](#) and more. CFT's strategic plan includes 1) growing giving in our region, 2) catalyzing change in critically important areas such as education, medical and scientific research, and public safety and 3) strengthening the local philanthropic sector of donors and nonprofits. CFT programs include [Educate Texas](#), [Working Families Success Network](#), the W. W. Caruth, Jr. Fund and other key initiatives. Since 1953, CFT has granted more than \$1.8 billion to support nonprofits in our region, across the nation and the world. Learn more at www.CFTexas.org and through this [recent overview video](#).

Context

CFT's Philanthropy Department aspires to be the go-to place for excellence in impact-oriented and community-relevant grantmaking and deep knowledge of and trusted partnership with our local communities. This cannot be done well without exceptional administrative support, given the number of constituents that the department serves across the community. The Philanthropy Department and its officers wish to operate in as organized, efficient, and as professional a way as can be achieved. Those who will most thrive in this position will have a natural preference for working within a fast-paced, high-standards-of-excellence environment, and who enjoy working with passionate, driven colleagues who are strongly motivated to do their best work as individuals and as a team in order to improve the lives of current and future residents across our community.

Position Summary

This position works in coordination with the Executive Assistant of Philanthropy and department-wide staff to accomplish the strategic goals of the grantmaking and program side of the foundation. With a constant orientation to building and maintaining strong interpersonal relationships and connections across the department and the community, this administrative role contributes to the integrity of the entire Philanthropy team and the foundation overall. Logistics coordination, project support, and the facilitation of a timely flow of information across the department may seem like small things to some, but in Philanthropy, these items are recognized as major contributors to the extent to which the entire department can achieve the optimal results it strives for.

Key Responsibilities

- Provide exceptionally detailed calendar management and scheduling support to senior department leaders; expense report creation and submission; travel coordination, vendor payment processing; production of correspondence, etc.
- Work with the complex schedules of Philanthropy Department staff and nonprofit and community partners to set meetings (on and off-site), including site visits
- Coordinate meeting logistics, including 1v1 communication with facilities staff, management of attendees, materials preparation, room set-up, and emergent issue resolution
- Provide administrative support related to preparing and perfecting documents and presentations for such things as trustee meetings and hosted gatherings (e.g., assembling board pre-read and meeting materials, assembling calendar/schedule/necessary documents for site visits, ensuring that all event presentation elements are in place for hosted community meetings)
- Take minutes and notes for key meetings, and maintain a running list of all committed actions and upcoming deadlines of those the position supports
- Assist senior department leadership in staying informed and on track related to upcoming reports due, payments to be made, grantee check-ins required, other one-off impending deadlines, etc.
- Work closely with other administrative assistants across CFT as a part of a team striving for cohesiveness in administrative support across the foundation
- Other responsibilities and duties to be regularly assigned based on individual gifts of the person ultimately hired in the role and the evolving administrative needs of the department

Skills & Requirements

- A positive, team-oriented, can-do attitude
- Strong calendaring, organizational, and document management skills, with an aptitude for attending to many details at once while keeping in mind the larger picture
- Ability to self-start, work independently once given assignments, and achieve high standards to meet multiple deadlines. Willingness to have the work assigned be varied, with some constant elements and some ever-changing.
- Excellent communicator between and among people, backed by diplomacy and exceptional service orientation.

Qualifications

- Bachelor's degree preferred
- At least three years working in administrative roles that required the juggling of several balls at once
- Preference for work assignments that contain a lot of task and content variety week to week

- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, SharePoint)
- Skilled in the art of interpersonal relationships
- An ability to stay organized and on-deadline while juggling both the macro and micro details of the job.
- Ability to work independently and as part of a dynamic team
- Valid state-issued driver's license

Flexibility

We recognize that in today's world, there are many people balancing additional life commitments that make full-time work difficult. This part-time position is one that may be successfully filled by people with different kinds of work flexibility requirements. Whether that be between the hours of 9:30-2:30 to accommodate the drop-off and pick-up of dependent relatives, or beginning earlier and ending later but with the flexibility to attend to schooling or other business over an extended lunch hour (for example, 8-11am + 3:30-5:30pm), or whether you are merely looking to add part-time work to another major life calling, we are open in this position to considering your unique needs. If you know what kind of schedule would work best for you and how many hours a week you are optimally seeking, please indicate such in your cover letter.

Limits: 1) This position is in-office based, and its work is not eligible to be done remotely. 2) Stability and consistency will be required in whatever schedule is arranged, given that multiple department members will depend on the successful and timely execution of all work assigned. 3) The all-staff meeting for the Philanthropy department currently takes place bi-weekly on Mondays between 2-3:15 pm. Attendance of every department member is required (whether full-time, part-time, or intern) to ensure optimal integration of its members into the full workings of the larger team.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

If interested, please send your cover letter, resume and salary expectations to:
careers@cftexas.org