

Philanthropic Services Development Assistant

Date: 12/12/16

Visit Us Online: www.seattlefoundation.org

Who Are We?

The heart and science of philanthropy

Greater Seattle is changing and growing, and so is Seattle Foundation. “The heart and science of philanthropy” is the intersection of passion and discipline to create lasting change. As the community’s foundation, our mission is to ignite powerful and rewarding philanthropy to make Greater Seattle a stronger, more vibrant community for all. We work with more than 1,200 individuals, families, and corporations to strategically invest their philanthropic resources in ways that inspire continued giving. We also partner with philanthropic institutions, government agencies, community organizations and businesses to catalyze positive change in our community across a range of issues.

Our organizational culture is one of engaged teamwork, where we support one another in reaching our collective and individual goals while constantly learning along the way. Our office is located in the downtown core of Seattle, however our reach is much broader than that – we focus on Greater Seattle and the Eastside and also support donor interests across the country and around the globe. We seek individuals to join our 40+ (and growing!) team who are committed to our vision of a stronger, more vibrant community for all; collaboratively finding solutions; continually improving; and going the extra mile in service of our philanthropic partners and the broader community. We’re in the midst of an exciting evolution in our work. More information about Seattle Foundation can be found at www.seattlefoundation.org.

What’s the Opportunity?

We are expanding our Philanthropic Services team. We have an open position for a full-time Development Assistant, an important administrative and customer service role for the Foundation, to support our current base of philanthropists, while also providing the necessary support to meet our future Development needs. The Development Assistant provides technical and administrative support, including processing transactions and interpreting and explaining our services to philanthropists and professional advisors. The office environment is fast-paced, requiring flexibility and strong organizational skills along with the ability to multi-task, communicate effectively and demonstrate healthy time management. This position is an exciting opportunity for someone wishing to learn more about the world of philanthropy and business development, and who enjoys being a member of a dynamic team. While roles may shift and change as our organization evolves, we are seeking a friendly and highly organized individual capable of delivering on the following key responsibilities:

- Provide high quality customer service to members of the senior members of the Philanthropic Services team, community partners, professional advisors and other external audiences. Includes serving as primary point of contact responsible for managing and actioning all in-coming calls and email inquiries to the department.
- Support Vice President, Directors and Senior Operations Manager with a range of clerical, operational, and database projects including correspondence, research, scheduling & preparing for internal and external meetings, compiling meeting materials and creating follow up notes and actions.
- Provide planning and logistics support for all Philanthropic Services events with internal and external audiences. Includes management of vendors, timelines, budget, communications and database maintenance.
- Demonstrate a commitment to a high quality product by maintaining integrity with attention to detail and being proactive to ensure tasks are initiated and completed with high standards and efficient due diligence.
- Do general clerical tasks as needed to balance workloads, meet program and transaction deadlines, and general support the Philanthropic Services team.

What Are We Looking For?

Preference will be given to candidates with knowledge and demonstrated experience in:

- Strong customer service experience and orientation.
- Minimum of three years experience providing administrative and customer support services, including heavy database use.
- High school diploma or GED is required. Some college coursework in general business administration or related field is preferred.
- Experience with project management and coordinating multiple tasks with competing deadlines.
- Experience working with donors or experience with nonprofits a plus.
- Proficiency in Microsoft Word, Excel, Outlook and Relational Databases; Blackbaud's Raiser's Edge a requirement.

We are also looking for:

- Commitment to the vision, mission and values of Seattle Foundation.
- Strong interpersonal and relationship building skills, with a high-quality customer-service orientation.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills including attention to detail.
- Ability to listen, assess, and identify appropriate resources and implement solutions.
- Ability to work independently and collaboratively within a team in a fast-paced, evolving work environment.
- Takes initiative and is continually looking for ways to improve.
- A demonstrated ability to meet deadlines and be composed under pressure.
- Maintains confidentiality of data and customer relationships.



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What Can You Expect?

A collegial work environment; a competitive salary and excellent benefits, including health insurances (medical, dental, vision and long-term disability); a generous retirement plan match; and vacation/sick leave.

How Do I Apply?

As an equal opportunity employer, Seattle Foundation is committed to a diverse, multi-cultural work environment. Seattle Foundation does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. People of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply.

Please send cover letter and resume to: hr@seattlefoundation.org. While the position will be open until filled, preference will be given to applications received by December 21st, 2016.