



Job Title:	Philanthropy Assistant
Employed By:	President/CEO
Reports To:	Chief Development Officer
Status:	Regular Exempt Employee
Purpose of Position:	This position supports the Foundation's philanthropic work including administration, project management of portfolios, data integrity, donor agreements and philanthropic initiatives.

Principal Responsibilities:

Administrative Skills

- Creating agreements, amendments, reports as needed by Philanthropy colleagues
- Establish expertise in the database related to donor activity, entering profile information, transactions, and engagement and thank you notes. Pull reports, clean up historical data, and ensure that the team has confidence in the quality and usability of the information.
- Work with Grants Officer on maintaining designated grantee and designated scholarship records, work with Finance Officer on managing endowments (< 10K and reinvest), 3 years ungranted, and zero balance funds
- Manage inventory of materials such as letterhead, notecards, prospect folders
- Field donor inquiries and help troubleshoot issues that fund advisors encounter in the online portal
- Reset logon credentials as needed for Donor portal
- Provide front desk coverage for office manager; assist Office Manager with event planning
- Review obituaries
- Create quarterly and annual dashboard reports
- Serving as the point of contact for mailings with Communications
- Actively participate as a member of the Philanthropy Team and attend regular meetings.
- Participate in Foundation's staff meetings and collaborate on cross-team projects

Organizational Skills

- Proven track record of providing a variety of administrative responsibilities, including scheduling, coordinating, and compiling resources for meetings, events, and projects.
- Highly detail-oriented, with superb organization and follow-through skills; proven ability to multi-task, strategize, problem solve, and prioritize responsibilities.
- Experience in administrative, project management, or coordinating roles.
- Experience with event management and logistics.



Communication Skills

- Exceptional writing and communication skills, with a high level of attention to detail.
- Ability to exercise sound judgment and maintain highly confidential information.
- Strong customer service skills.

Technical Skills

- High-level proficiency in Microsoft Office (particularly Word, Excel, PowerPoint, and Outlook).
- Experience with SharePoint, Teams and Zoom
- Experience and proficiency in integrated database and CRM systems.
- General comfort with technology and ability to learn and adopt new computer programs quickly.

Salary Range - Salary range is \$45,000-\$50,000 based on experience and demonstrated success.

To Apply - Please email a cover letter and resume to bhilkert@arcf.org with "Philanthropy Assistant" in the subject line by July 10, 2026.