

Employment Opportunity: **Philanthropy Assistant**

Excellence in Giving is a full-service philanthropic advisory firm founded on Christian principles. Our firm is designed to increase the joy and impact of high-capacity givers through a personalized process of discovery, evaluation, participation, and celebration.

Position Summary:

The Philanthropy Assistant supports day-to-day operations of the company, working on specific projects with the Client Services and Research teams through research and administrative assistance. This full-time position is compensated on a salary basis and will report to the Director of Client Services.

Applicant Requirements:

- Motivated to serve and support Excellence in Giving fulfill its mission
- Interested in playing an important support role on a small team
- Experience working or volunteering for a nonprofit organization
- Bachelors degree or equivalent experience

Skills & Qualifications:

- Detail oriented and able to handle multiple tasks
- Strong time-management skills and ability to meet deadlines
- Self-starter who is flexible and willing to take initiative
- Good planning, problem-solving, and organizational skills
- Outstanding quantitative skills and writing ability
- Professional and pleasant phone presence
- Computer and Microsoft Office Suite proficiency, Adobe CS experience a plus
- Keen mind and servant's heart

Job Responsibilities:

- Researches charities or topics for clients in anticipation of major gifts.
- Maintains paper and electronic filing systems for client and company files.
- Assists with social media and marketing projects, as needed
- Assists with special projects, events, and gifts for clients and company contacts.
- Records client activities and company information in CRM database.
- Answers telephone with professionalism and fields calls or takes messages as needed.
- Works independently and within a team on nonrecurring and ongoing projects.
- Types and designs general correspondence, charts, graphs, reports, etc.
- Provides other general administrative support to the company, as needed.

Qualified candidates submit (1) resume and (2) cover letter to jbocker@excellenceingiving.com

Vision, Mission and Core Values

Vision

The vision of Excellence in Giving is to see dramatic increases in joyful giving among high capacity donors.

Mission

The mission of Excellence in Giving is to be recognized as the premier source of faith based giving advice and opportunities for high capacity donors.

Core Values

Excellence. Excellence in Giving, as the name clearly states, will be characterized by excellence in all we do. The quality of our advice, our due diligence, our communications, our responsiveness, should all be excellent.

Joy. Our promise to our customers is increased joy in giving. We believe there is cause for joy that transcends circumstances, and we want to model this joy to each other, our clients, and everyone we come in contact with.

Impact. Intelligent giving should produce great impact along with great joy. We will offer giving advice that leads to high-impact opportunities and completely satisfied clients.

Customization. Knowing our clients' preferences allows us to create personalized service options. We are committed to providing our clients with unique and customized services that fit their personal values and situations, ultimately bringing greater joy.

Influence. We want to influence others to draw closer to God and be challenged in their giving. We will encourage them to meet the challenge.

Wisdom. Proverbs 3:4 states "The fear of the Lord is the beginning of wisdom." We believe wisdom from God is available to those who seek it, and we seek to obtain wisdom and apply it to our business and our client's giving.

Respect. We believe all people are created in the image of God and are deserving of respect. We show respect for each other, our clients, and everyone else.

Profitability. Profitability is a key discipline for any successful business. Profitability is a solid indicator that we're delivering real value to our clients in a responsible way. We will develop and maintain the habit of profitability.