Governance & Philanthropic Advising Associate

Job Opening
Position: Governance & Philanthropic Advising Associate
Reports To: Vice President of Strategy & Equity
Type: Full Time (exempt)
Location: Downtown Albuquerque
Start Date: January
Salary: Range of $35,000 - $45,000 (Commensurate with Experience, competitive benefits package)

About the Albuquerque Community Foundation
The Albuquerque Community Foundation (“the Foundation”) is a tax-exempt 501 (c)(3) public charity created by and for people in the greater Albuquerque area. The Foundation administers a permanent community endowment comprised of many gifts, large and small, and uses the earnings from that endowment to make grants to other nonprofit organizations and educational institutions. We serve primarily the four-county area of Valencia, Bernalillo, Torrance and Sandoval; however, our vision is to be a leader in community philanthropy. Our leadership spans local, state and national collaborative efforts and our donor-advised fund holders make grants statewide and nationwide. We enable people with philanthropic interests to easily and effectively support the issues they care about - immediately or through a planned gift. We invest in the long-term well-being of nonprofit groups and bring people and organizations together, convening diverse voices to address local issues and opportunities. Our business is building community through equitable practices to support the Foundation’s overall mission, vision, strategic objectives and commitment to Diversity, Equity & Inclusion.

Position Overview
Under general supervision of the Vice President of Strategy & Equity, provides overall support to the Vice President of Strategy & Equity in carrying out the Foundation’s work plan. In particular, provides support to the Philanthropic Advisement team to execute the Philanthropic Advising plan. Assists the Vice President of Strategy & Equity and Executive Team in the day-to-day Board and Committee functions. Works closely with Foundation staff to create, implement and maintain strategies that ensure donors’ philanthropic objectives are met; their knowledge of the community’s needs is broadened; and their relationship with the Foundation is strong.

The Governance & Philanthropic Advising Associate will fulfill the following main duties:
- Ensuring the highest level of customer service that maximizes the donor experience with the Foundation
- Database creation and/or maintenance for donor prospects; donors; Professional Advisors; and Board and Committee Member prospects
- Assist with donor management activities including meeting preparation, information follow up and fund agreement set up
- Maintain Philanthropic Advisement materials including fund agreement templates, giving handouts, etc
- Assist with Corporate Partner activities, including benefit execution, grant applications and invoicing
- Assist with Partner in Philanthropy management, including donor tracking, mailings, and goal tracking
- Assist with Board of Trustee meetings, including scheduling, attendance, board packet, and dissemination of approvals, policy and/or bylaw changes for permanent record
• Schedule Board of Trustee training, maintain manuals and Trustee Matrix
• Coordinate Committee Matrix
• Working with each liaison, assist with administration of all ACF Committees, including scheduling, agenda, meeting material and minutes preparation
• Create agenda/calendar for weekly Staff Meeting
• Compose, revise and proof documents and other correspondence
• Assist Executive team with travel, credit card receipts, and expense reimbursement

Qualifications and Skills Required
• Bachelor’s degree required. Some business education preferred
• Strong preference for at least two years successful involvement with the nonprofit or social profit sectors
• Must be available to attend Board of Trustee meetings and the Annual Meeting
• Must be available to attend Foundation donor/prospective donor events and interact positively with attendees
• Proficiency in MS Office products
• Develop knowledge and expertise in Community Suite software.
• Excellent verbal and written communication skills
• Work style characterized by self-motivation, initiative and integrity
• Exhibit a professional, courteous and friendly demeanor
• Engaging interpersonal communication style
• Dependable and sound decision-making capability – a problem solver
• Ability to prioritize competing time/schedule demands
• Attention to detail
• Holds oneself and others accountable for behavior, actions and results
• Excellent customer service and communication skills (listening, interpersonal, oral, and written).
• A high degree of professionalism, confidence, and flexibility that allows for working collaboratively and effectively with clients and colleagues of diverse backgrounds
• Excellent ability to work independently and in a team environment; ability to develop and maintain a good working relationship with the Foundation staff, members of the community, elected officials, the media, colleagues in other foundations, and members of the nonprofit sector
• Observe confidentiality of all Foundation business
• High level of personal and professional integrity and ethics
• Current valid New Mexico Driver’s License and insurable
• Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation

Work Environment
Work may be performed in an office setting within the Foundation or another organization or business office, private home or public gathering place. Evening, weekend or irregular hours may be required. Reimbursable travel throughout the four county areas comprising the Greater Albuquerque Metropolitan Area is required. Occasional reimbursable travel outside that area may be required from time to time.

The Foundation operates with a small staff. All staff members are expected to participate as needed in all areas.

How to Apply:
Please apply at https://abqcf.bamboohr.com/jobs/