



Philanthropic Program Assistant

FLSA Classification: Non-Exempt

Reports to: Director of Philanthropy

Salary range, DOE: \$50,000-\$60,000

Why Mat-Su Health Foundation?

At Mat-Su Health Foundation (MSHF), our work is rooted in a simple mission: improving the health and wellness of Alaskans living in the Mat-Su. We are a small, collaborative team that values relationships, learning, and community impact. If you enjoy being the steady, detail-oriented connector who keeps a team running smoothly—and you want your work to matter—this role is a great fit.

What We Offer

At Mat-Su Health Foundation, we strive to offer benefits and resources that support the whole person—health, wellbeing, and peace of mind.

- Mission-driven impact: Help advance MSHF's work to improve the health and wellness of Alaskans living in the Mat-Su.
- Medical coverage options through Premera, with routine preventive care covered in full in-network.
- Dental coverage through Delta Dental and vision coverage through VSP.
- Employer-paid basics: Basic Life/AD&D, Short-Term Disability, and Long-Term Disability (provided through The Hartford).
- Mental health and everyday support: Employee Assistance Program (EAP) options with confidential counseling visits and legal/financial consults.
- Additional wellbeing resources available through Premera (e.g., 24-hour NurseLine, virtual care options, and mental health tools).
- Life Spending Account: \$1,2000 a year to spend on health related lifestyle needs
- Employee discounts: BenefitHub access with discounts and cashback across major categories.
- A collaborative, values-based team environment with opportunities to grow your skills and contribute across projects.

Position Summary



The Philanthropic Program Assistant provides primary administrative support to the philanthropic team and backup support for all administrative positions in the organization as necessary. Key responsibilities include scheduling, planning, and documenting a high volume of meetings and events; serving as a primary point of public contact across various constituencies (including grantees and partners); handling official and confidential correspondence; and supporting procurement, financial, database, and board-meeting document preparation processes.

Essential Duties and Responsibilities

Leadership

- Work on current initiatives and projects in partnership with the Chief Community Impact Officer, Director of Philanthropy, Senior Program Officers, Program Officers, Program Executive Assistant, and Program Associate.
- Assist the Director of Philanthropy, Senior Program Officers, and Program Executive Assistant with designing and populating presentations and other documents reflecting pitches and proposals received, awarded, declined, etc. for presentation to MSHF leadership and the Board of Directors.

Program Management and Administration

- Provide administrative support to the philanthropic team, including clerical and data entry, procurement, financial, and database processes.
- Assist the philanthropic team in planning and coordinating meetings, information sessions, convenings, and events; take and distribute meeting notes as appropriate.
- Complete grant management tasks within the CRM, as related to focus areas.
- Assist with creating and maintaining pitch and proposal status documents and disseminate updates to program and grants management staff.
- Perform maintenance and archiving of program staff SharePoint files within the established file structure.
- Assist the philanthropy team in monitoring, evaluating, and tracking grants through the full process from initial inquiries to final reports and compliance.
- Maintain, update, and disseminate philanthropic team budget status to team members.
- Arrange philanthropic team group travel and assist with per diem and reimbursements as requested.

Internal & External Relationships

- Help coordinate coverage with other administrative positions to ensure administrative support needs are met across the organization.
- Work closely with Grants Management.
- Maintain relationships with community nonprofits, grantees, and other key stakeholders.



Other Functions & Duties

- Support program alignment with the organizational commitment to promoting health inclusion.
- Advance personal and professional growth in cultural competency.
- Ability to travel locally approximately 15% of the time.
- Undertake special projects and duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

- Proven and progressively responsible office management skills.
- Excellent written and oral communication skills; sensitivity to confidentiality and diplomacy required in communicating with a broad and diverse audience.
- Demonstrated positive attitude and approach while working cooperatively in a team-oriented setting.
- Ability to learn quickly, stay flexible, and remain highly organized in a fast-paced environment with competing demands while maintaining integrity of work product for self and staff.
- Strong analytic skills and the ability to think programmatically.
- Ability to handle multiple tasks simultaneously, work collaboratively with colleagues and independently, and set and meet deadlines.
- Well-organized, attentive to detail, and able to meet deadlines.

Education & Experience

- Associate's degree or three years of experience.
- Proficiency in Microsoft Office.
- Knowledge of Customer Relationship Management (CRM) systems

Work location: Wasilla, Alaska

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands: Employee will be spending considerable time at a desk using a computer terminal and using a personal vehicle to travel to various locations in the community.

Travel: Occasional travel in and out of state may be required.



MAT-SU HEALTH
FOUNDATION

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EEO statement: Mat-Su Health Foundation is an equal opportunity employer.

“Improving the health and wellness of Alaskans living in the Mat-Su!”