



Philanthropic Program Assistant

FLSA Classification: Non-Exempt

Reports to: Director of Philanthropy

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

JOB DESCRIPTION

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, reaching across various constituencies, including grantees and other partners, handling official and confidential correspondence. This position provides support with procurement, financial and database processes as well as document preparation for board meetings.

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.
- Assists 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 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. Takes and distributes meeting notes as appropriate.
- Completes grant management tasks within CRM, as related to focus areas.
- Assists with creating and maintaining pitch and proposal status documents and disseminates to program and grants management staff.
- Performs maintenance and archiving of program staff SharePoint files within established file structure.
- Assists philanthropy team in monitoring, evaluating, and tracking grants through the entire process from initial inquiries to final reports and compliance.



- Maintains, updates, and disseminates philanthropic team budget status to team members.
- Arranges philanthropic team group travel, assists with per diem and reimbursements as requested.

Internal & External Relationships

- Helps to coordinate coverage with other administrative positions to ensure administrative support needs are met across the organization.
- Works 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 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, sensitive to confidentiality and diplomacy required in communicating with a broad and diverse audience.
- Demonstration of a positive attitude and approach while working cooperatively in a team-oriented setting.
- Ability to learn quickly, stay flexible and highly organized in 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, attention to detail, and able to meet deadlines.

Education & Experience

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



**MAT-SU HEALTH
FOUNDATION**

777 N. Crusey Street, Suite A201 • Wasilla, AK 99654
Phone: (907) 352-2863 • Fax (907) 352-2865
www.healthymatsu.org

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.

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