



Strategic Philanthropy Inc.
Administrative Business Partner
Project based/hourly

Location: Job is primarily home based with occasional client meeting and event attendance required; applicant must live in Broward County, south Palm Beach County or north Miami-Dade to attend required meetings.

Summary:

As an Administrative Business Partner, you're at the heart of Strategic Philanthropy's business operations and activities and the soul that keeps the team moving forward. You have acute attention to detail and accuracy and understand the importance of managing daily tasks when it comes to working on projects. You serve as a safety net to ensure that all minor details get caught.

By working with the President of Strategic Philanthropy and its team members, you are responsible for ensuring the success of Strategic Philanthropy's largest clients by executing the tasks and follow-ups assigned. You care about providing the highest caliber of work so that we can help organizations make the most of their giving and impact our communities.

You anticipate the needs of your manager and resolve operational and administrative issues, often before they arise. You move quickly and are up to date with Apple products, Microsoft's Office Suite, Dropbox, Constant Contact, Eventbrite and are familiar with working with project management systems and/or can learn quickly.

In addition to being extremely detail oriented and organized, you possess the strong business judgment and communication skills needed to interact with a variety of people and job functions.

This role is for someone looking for a flexible work schedule and environment, and/or supplemental income. This position will be mostly administrative support. Estimated workload is 40 hours per month. There will peak periods of time where the workload will/can increase to 60+ hours (Aug – October, Jan – March). While the job is 40 hours a month on average –(min. of 2 hours a day), that work may not all be done in one sitting.

Responsibilities may include:

- Proofreading, editing and managing tasks with acute attention to detail and accuracy
- Excellent organization skills, ability to handle multiple tasks in a fast paced and sometimes time sensitive environment.
- Execute on plans autonomously with little additional direction; a self-starter
- Serve as a lead for small projects.
- Responsible for data entry, updating calendars and files, planning, management and execution of a wide range of activities.
- Pulling reports/data from Eventbrite & Constant Contact
- Development of forms and monitoring and dispersing submission data
- Conduct research related to client giving, event planning and more

- Assist with organizing logistics for a variety of client offsite events
- Attend client committee meetings while taking minutes (when necessary)
- Attend 15-20 meeting/events a year; notice will be given months in advance
- Work with the President of Strategic Philanthropy and Accounts Manager to assist when needed for some charity requests/partnerships and volunteer opportunities
- Work with Strategic Philanthropy's Programs Analyst to provide updates on appropriate reports.
- Responsible for high quality work and clear and consistent communications with grantees and partners in the field.
- Assist with designated emails and any other responsibilities and/or administrative duties
- Serve as the point of contact when the President of Strategic Philanthropy and/or Accounts Manager is out of town

Preferred Qualities:

- Enjoys task-oriented, deadline-focused work with acute attention to detail
- Comfortable with technology and a variety of online/icloud platforms
- Fast learner
- Efficient in Apple programs
- Commitment to excellence
- Reliable/dependable
- Is an effective team member by living our organizational values, contributing ideas, creating new strategies to take us to the next level
- Open to feedback
- Positive attitude

Education/Experience:

- BA/BS degree or equivalent practical experience or two to three years related experience, or equivalent combination of education and experience.

Receiving Applications: February 21st – March 7th

Start Date: ASAP

About Jobs at Strategic Philanthropy:

Jobs at Strategic Philanthropy are staffed by bright, organized, energetic and dependable people driven by a common company goal: to help our clients do good in the communities they serve. Working behind the scenes, we make a significant impact in our communities.

Please send resumes to: Kelly@StrategicPhilanthropyInc.com. Please have the subject line read: SPI Job Post: <Your First & Last Name> Resume

No phone calls.