



Strategic Philanthropy Inc.
Financial Analyst/Administrative Business Partner
Project based/hourly

Location: Open; must work on Eastern time

Summary:

As a Financial Analyst/Administrative Business Partner, you are at the heart of Strategic Philanthropy's business operations and activities and the soul that keeps the team moving forward. You understand how data, when simplified, can help organizations make the most of their giving as well as impact our communities.

You anticipate the needs of your manager and resolve operational and administrative issues before they arise. You move quickly with the changing environment and are up to date with Apple products, Microsoft Office Suite, Dropbox and Wordpress. You also use that knowledge to strategically support Strategic Philanthropy's projects.

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

This part-time role is for someone looking for a flexible work environment and/or supplemental income.

Responsibilities:

- Data entry, planning, management and execution of a wide range of activities to support the use of data to measure progress. Specifically, this role is focused on helping both clients and Strategic Philanthropy use data to inform the decisions they make and the actions they take to further the Client's goals and objectives.
- Create reports and/or pull information when requested as well as articulate how the data can be applied
- Create and/or manage a database management strategy that encompasses data from grantees, third-party sources, and state/federal and other publicly available sources for all clients as well as Strategic Philanthropy
- Assist in creating and maintaining budgets for all projects
- Collaborate with Strategic Philanthropy team members to represent the company both internally and externally in contexts related to secondary data & research
- Manage and maintain the nonprofit job postings on Strategic Philanthropy's website
- Provide high quality work and clear and consistent communications with grantees and partners in the field when necessary.

- Assist with designated emails and any other administrative duties as assigned

Qualifications:

- Proficient in Excel
- Experience in data entry, reporting and creating decision templates
- Skilled in analyzing data
- Experience in generating reports (pivot tables, graphing, summarizing information)
- Budget tracking and forecasting
- Experience in publishing content in Wordpress

Preferred Qualities:

- Enjoys task-oriented, deadline-focused work
- Reliable/dependable
- Open to feedback
- Commitment to excellence
- Positive attitude

Education/Experience:

- Bachelor's degree with 2-3 years of experience or equivalent practical experience

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 Name> Resume

No phone calls.