



JOB SUMMARY

The **Giving Strategies Assistant**, a full-time non-exempt position, is a member of the Giving Strategies team, reporting to the Executive Vice President. This position primarily provides administrative support to the Executive Vice President. It also supports the Giving Strategies and Communications Teams.

A successful Giving Strategies Assistant is highly organized, excellent at follow through, very detail oriented and possesses a high level of computer competency. He or she should be comfortable in a fast paced environment and be motivated by the important mission-driven work of the Community Foundation. At all times the Giving Strategies Assistant must maintain exceptional standards of ethics and confidentiality.

KEY RESPONSIBILITIES INCLUDE:

- Provide administrative support and maintain the calendar for the Executive Vice President
- Prepare and proof documents and correspondence, including generating and producing mail merges
- Provide administrative and logistical support to the Giving Strategies and Communications Teams, including team and committee meeting preparation by: scheduling meetings, preparing materials, sending appropriate reminders and confirm attendance, prepare accurate and complete minutes of meetings
- Perform office functions including, but not limited to: Answering phones; Create, modify, proofread and edit documents, records, and reports; Pull mailing and donor lists from database

TECHNICAL EXPERTISE/EXPERIENCE AND QUALIFICATIONS

- Bachelor's Degree
- Minimum of one year experience in the not-for-profit or related field
- Demonstrated computer proficiency with Microsoft Office, including Word and Excel, and an ability to manipulate database information in a PC environment
- Experience with Salesforce.com, Raisers Edge, FIMS or other proprietary database preferred

Interested candidates should email resume and cover letter to jobs@cfgb.org. No calls please.

The Community Foundation for Greater Buffalo is an equal opportunity employer committed to valuing diversity and practicing inclusion.

The Community Foundation for Greater Buffalo is a 501(c)3 public charity holding more than 800 different charitable funds, established by individuals, families, nonprofit organizations and businesses. We are committed to helping our clients support the issues and organizations that they care about most and to fulfill our mission of connecting people, ideas and resources to improve lives in Western New York. Together, with our clients and partners, we are creating positive change in our community.