

Foundation Assistant/Receptionist

POSITION SUMMARY:

GMA Foundations is a growing company, located in Boston, hard at work in the exciting field of philanthropy. We are seeking to add a Foundation Assistant to our team. The Foundation Assistant coordinates all administrative aspects of assigned foundations and participates in other team projects and client assignments. GMA Foundations provides grantmaking, administrative, financial management, and consulting services to foundations and other donors. We are a congenial and employee friendly company offering excellent benefits, which include health, vision, and dental insurance, medical and dependent care FSA, and a 401k plan.

Foundation Assistant Responsibilities include:

- Handling correspondence, telephone, and personal contact with trustees, applicants, and grantees
- Coordinating and producing periodic trustee reports and meeting books
- Communicating with the public about grantmaking guidelines and processes
- Supporting one or more program officers in general grantmaking duties
- Organizing and attending foundation meetings, as needed
- Taking and preparing of official minutes of trustee meetings, as needed
- Performing record keeping, data entry, filing, and general administrative duties
- Receptionist duties
- Additional tasks and special projects as assigned, or on own initiative

SKILLS & EXPERIENCE:

- An interest in the work of GMA Foundations, its clients and the grant applicants
- Associates degree with three years of continuous administrative work experience or Bachelor's degree with no less than one year of administrative work experience
- High level of MS Office expertise, including proficiency in Microsoft Word, Excel & Outlook
- Superior organizational skills and the proven ability to successfully manage multiple deadlines, while maintaining a high level of attention to detail
- Ability to work both as part of a team effort and independently in a reliable manner and with minimal supervision
- Excellent verbal and written communication skills, including the ability to draft business correspondence, write brief reports, and proofread accurately
- Ability to work well and with accuracy under the pressure of deadlines, incorporating multi-tasking and problem-solving skills
- Ability to communicate in a tactful, pleasant, and professional manner
- Knowledge of typical office policies, practices, and procedures
- Experience working with databases is preferred
- Knowledge of presentation software (Powerpoint, Prezi) is preferred

APPLICATION PROCESS:

Please send resume and cover letter, with salary requirements, to Allie Palmer at jobs@gmafoundations.com by June 30, 2017. Please include "Application for Foundation Assistant" in the subject line of your email.

No phone calls please. No third parties; no recruiters.