Job Posting
Senior Administrative Assistant

REPORTS TO: President and Executive Vice President
CLASSIFICATION: Full Time/Exempt
LOCATION: Philadelphia, PA

ORGANIZATIONAL OVERVIEW

Philanthropy Network Greater Philadelphia is a membership organization that is growing and currently brings together nearly 120 philanthropic organizations from across Greater Philadelphia. Its mission is to strengthen philanthropy to create a vibrant, resilient, and equitable region. The Network is comprised of prominent national grantmakers, family foundations, community foundations, public charities, and giving circles. These members invest over $500 million annually in organizations and programs addressing education, economic opportunity, community development, arts and culture, the environment and more.

SUMMARY DESCRIPTION

Philanthropy Network Greater Philadelphia (Philanthropy Network) seeks a dynamic and collaborative Senior Administrative Assistant to join this philanthropic partnership organization. The role will have the following components:

(1) Work with the President and other team members on the administrative and logistical elements related to developing a robust multi-year learning program for Philanthropy Network members centering intersectional equity across the five-county Philadelphia region and serve as an internal collaborator on all administrative matters.

(2) Work with all team members on scheduling and managing the logistics related to board meetings, in-person sessions, virtual sessions, and numerous meetings among and learning programs for members. Keen attention to detail and knowledge of numerous technology platforms is essential for success in this role.

This position is a hybrid role based in Philadelphia, Pennsylvania, with in-person presence required three days each week and at other times as needed.

BACKGROUND

Philanthropy Network’s Board of Directors has endorsed the following set of values to guide its work:

- **Adaptive Leadership** - taking bold, agile, and informed action to seize opportunities and address the most significant challenges in our region.
● **Equity** - using philanthropy intentionally as a tool to address structural racism and all other inequities.

● **Partnership** - working with Philanthropy Network members and others to leverage resources, knowledge, and relationships while retaining the independence of individual organizational priorities.

● **Openness** - working with the community in participative, transparent, and inclusive ways.

● **Learning** - learning from research, evidence, experimentation, and lived experiences to create systemic impact.

● **Stewardship** - transparent, responsible stewardship of resources guided by high standards of integrity and accountability.

A new President joined in Fall, 2022 and is charged with actualizing these values in the organization’s own work and in the work of its members. Philanthropy Network strives to meet the needs of its members by providing knowledge of the region, insight into different types of philanthropy, and community engagement. The Network further supports its members and their work by leveraging resources and working collaboratively on social issues. By documenting processes, outcomes, and learning, the Philanthropy Network seeks to strengthen connections across the philanthropic, health, human services, economic, education, environmental, arts and culture, gender justice, and political spheres throughout the region. The annual SPARX Conference, communities of practice, member gatherings, learning cohorts, and a wealth of educational materials and programs are at the heart of the success of this learning organization. Through these efforts, the Network aims to influence funder practice across the Philadelphia region and beyond. Philanthropy Network continues to adapt to changing conditions to co-create and advance new societal possibilities.

The SENIOR ADMINISTRATIVE ASSISTANT will be a critical member of our growing team, and will be integral to our ability to achieve our mission. The Senior Administrative Assistant will report to and work closely with the President and Executive Vice President. They will also provide administrative support as needed for other members of the Philanthropy Network team. They will support programming for the Network and matters related to the Board of Directors.

**RESPONSIBILITIES**

The duties of this position include, but are not limited to, the following:

**Program, Event and Meeting Logistics:**

● Assisting the President (and other leadership staff as needed) with the logistical and administrative aspects of internal, board, and committee meetings, including doodle pools and scheduling, arranging for Zoom links, sending out calendar invitations, and managing RSVP’s, coordinating logistics as appropriate, verifying, and updating contact information and any additional related duties.

● Taking responsibility for and managing meeting logistics on-site and virtually, including arranging for catering, creating attendee lists and name tags, and room/technology setup, close down, and clean up.

● Providing support for member and program-related activities and special projects, including scheduling meetings, preparing, and sending correspondence, and filing
• Assisting with logistical and administrative aspects of the SPARX conference, Annual Members’ meeting, and other major events as needed, including logistics, room reservations, verifying and updating databases and mailing lists, preparing, and emailing invitations and registration
• Assisting with postings on social media

Administrative Support
• Manage and reconcile President’s expenses
• Manage the All-Staff calendar, including the coordination of internal and external requests for the use of Philanthropy Network’s meeting space
• Support annual membership renewal and ongoing recruitment processes
• Assist with responding to member requests for assistance, research, or information as needed
• Manage board-related administrative activities, including scheduling, notetaking/meeting summaries, and other support as needed
• Other duties as assigned, including routine office operations and project coordination and support

QUALIFICATIONS
• BA/BS or equivalent work experience plus at least four years of experience in the nonprofit, government, or for-profit sector in the Philadelphia region
• Previous administrative experience in a fast-paced environment
• Interest in at least one domain central to the Philanthropy Network, including but not limited to Health and Human Services, Arts and Culture, Environmental Justice and Climate Justice, Economic Security, Housing Security, Civic Society and Engagement, Education, Disability, Aging, LGBTQ rights, Human Rights, Criminal Legal System, etc.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
• Written and oral fluency in English. Additional language fluency is welcome and a plus
• Excellent written and oral communications skills
• Close attention to detail
• Strong computer skills, including proficiency with MS Office, Adobe Acrobat, Salesforce, Drupal. Experience working with databases. Experience and technical savvy with Zoom.
• Congenial, customer/member-focused approach to tasks, flexibility and adaptability
• Willingness to participate constructively on organizational priorities as needs arise; comfort with institutional change and periods of ambiguity
• Comfort working in an organization characterized by a high degree of racial, gender, ethnic, and other types of diversity; ability to work effectively with people from diverse backgrounds
• Ability to travel within the city and region

PHYSICAL REQUIREMENTS
This position is primarily sedentary. However, the person in this position may need to occasionally move about inside the office to liaise with internal staff, access files, office machinery, and a copy machine/printer. Some travel directly related to the learning development role, and to plan and attend conferences, retreats, and meetings, will be required. Travel across the region is expected and will
comprise approximately 20% of working time. Domestic travel is expected when it is safe to travel, about 5% of working time.

Philanthropy Network Greater Philadelphia is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its programs, and operations. As part of this commitment, Philanthropy Network will ensure that persons with disabilities are provided reasonable accommodations. If a reasonable accommodation is needed to participate in the job application process, please contact Tia@philanthropynetwork.org.

**TARGET START DATE**: June 2023

**SALARY**: The minimum salary for this position is $67,000, and the maximum is $75,000.

**APPLICATION PROCESS**
Submit your cover letter, resume, and 2 letters of reference written in the last six months with your application to Tia@philanthropynetwork.org. If you were referred or recommended for the position, please include that information.

**BENEFITS**: Generous benefits commensurate with non-profit industry standards.

*Equal employment opportunity and having a diverse staff are fundamental principles at Philanthropy Network Greater Philadelphia, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law. Philanthropy Network Greater Philadelphia does not discriminate against formerly incarcerated individuals.*