

Thursday, July 8, 2010

## Foundation Assistant, Princess Grace Foundation-USA

Please send a cover letter and resume with the subject heading "Foundation Assistant" to: Email: [info@pgfusa.org](mailto:info@pgfusa.org) Fax: 212.317.1470 EOE. No phone calls, please.

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Organized professional to assist full-time in small Foundation office. Opportunity to learn about non-profit organizations, grant giving, and fund raising. Must know Microsoft Word and Excel for Windows and be familiar with database programs – Raiser's Edge a plus. Good telephone manner, light bookkeeping, and strong administrative skills required.

The Foundation Assistant will be the primary support for the office, assisting the Executive Director, Communications Manager, Development Manager, and Program Manager. The Assistant will also be responsible for managing the office as follows:

### Office Management

- Answer telephones, record, and distribute messages
- Sort and distribute mail
- Update database system (mailing lists, grant applications, donations)
- Pay bills when checks are issued, record in ledger, and mail
- Serve as office liaison with building management and vendors
- Maintain office files, equipment, and service contracts
- Maintain and order stationery and supplies
- Maintain office schedule and schedule of Executive Director

### Development Assistance

- Deposit and record all contributions to the Foundation
- Draft and send contribution acknowledgements
- Create and maintain event reports using Raiser's Edge database
- Update monthly inventory of Foundation gifts
- Assist with organization of committee meetings of the Board of Trustees
- Assist with Galas and special events organized by the Foundation
- Conduct prospect research

### Communications Assistance

- Support production of newsletter, annual magazine and website maintenance
- Support public relations efforts (making press kits, follow up calls, etc.)

### Program Assistance

- Assist with panel preparation
- Enter grants application information into database
- Assist with grants notification mailings

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[< back](#)

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