

Greater Houston Community Foundation (GHCF) Philanthropic Advisor

POSITION SUMMARY

The Greater Houston Community Foundation (GHCF) seeks an exemplary, service-oriented candidate who brings relationship management experience, a business operations background, and exposure to private foundation governance matters to our Philanthropic Services team. The Philanthropic Advisor holds an important position within the philanthropic services team at GHCF. This position is responsible for the operations and management support to a client portfolio consisting of private and family foundations, supporting organizations, field of interest funds, and other philanthropic entities. This role contributes to the execution and stewardship of a core line of GHCF business and will also engage in the cultivation and on-boarding of new clients.

This position requires a strong commitment to working in a team environment, adaptability, sound organization skills, and the ability to manage high-performing client relationships. This role requires strong interpersonal and communication skills, and respect for confidentiality at every level. The ideal candidate would have experience working in professional services for high net worth and ultra-high net worth individuals and/or experience working in/with a private foundation, private bank, trust entity or family office. This position will report to the Managing Director, Strategic Philanthropy.

KEY RESPONSIBILITIES

The Philanthropic Advisor's role includes the following:

- Manage a portfolio of 20+ philanthropic client organizations with a particular focus on serving, encouraging, informing, and facilitating their charitable giving, through a strategic lens and good governance.
- Support and oversee clients' grant-making, Board engagement, and receipt of donations/assets by stewarding their daily back-office operations, annual strategy, and ensuring perpetuity of the clients' mission.
- Participate in new business cultivation and on-boarding of new clients, and contract renewals of existing clients
- Lead client special projects or research initiatives, as requested
- Ensure proper grant administration and management, via online platform Fluid Review
- Arrange, lead and report on site visits to non-profits as requested by clients
- Provide client service support and other GHCF project support as requested by Managing Director
- Represent GHCF at GHCF events and in the community
- Comport a professional and ethical demeanor, demonstrating respect for all and recognition of the importance of each role in fulfilling the mission and goals

DESIRED QUALIFICATIONS

We seek a team member with experience in a relevant professional capacity who is enthusiastic about supporting the interests and organizational operations of our donors. The candidate must thrive on challenges and be comfortable in a fast-paced, demanding environment. The successful candidate will have a proven track record of success in working collaboratively within a team and servicing clients.

Specifically, the successful candidate will possess:

- Bachelor's degree with 5-7 years of experience in a professional-services related field or activity; Private Foundation experience and/or an advanced degree a plus
- Understands the "big picture", combined with the ability to analyze data & understand finances

- Superior interpersonal, written and oral communication skills; ability to work successfully with a variety of clients and personalities
- Ability to set and adhere to deadlines; comfortable working in a fast-paced, ever-shifting environment while maintaining high-quality customer service orientation
- A high degree of professionalism, confidence and flexibility that allows the incumbent to work collaboratively and effectively with clients and colleagues of diverse backgrounds.
- Strong planning and implementation skills; research and synthesizing abilities.
- Excellent ability to prioritize, organize, and manage multiple competing assignments and responsibilities and communicate effectively regarding progress to deliverables
- Ability to handle confidential information
- Working knowledge of IRS regulations and governance & compliance matters
- Grace under pressure - ability to handle clients in a positive and professional manner, while maintaining quality customer service ensuring donor satisfaction as a top priority
- Excellent judgment, integrity, and commitment to personal accountability
- High proficiency in Microsoft Office suite (Word, Excel, PowerPoint, and Outlook), database management systems and use of internet; willingness to learn customized software and databases

COMPENSATION

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will participate in GHCF's robust employee benefits plans, including comprehensive health and dental insurance coverage, generous PTO plan, and 401(k) with an organizational matching component.

TO APPLY

Please [apply here](#). Applications will be received until April 20, 2020. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.

Physical Requirements

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently
- Ability to stoop, kneel, crouch or reach frequently
- Ability to remain in a stationary position 65% of the time
- Ability to move about inside the office to access file cabinets, office machinery, etc. 35% of the time
- Ability to move/drive external of the office, for various appointments at the Client site or elsewhere in the community for meetings and appointments.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

GHCF is an Equal Opportunity Employer and does not discriminate against a job applicant or an employee because of a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. GHCF does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.