

PROGRAM ASSISTANT

Are you ready to work in a dynamic, fun, innovative Foundation committed to social change? Are you willing to be challenged and be on the cutting edge of a new model for philanthropy and community engagement? Are you looking to apply your detail oriented and organizational skills to an organization committed to the Latino community? Then consider this opportunity the right one for you!

ABOUT THE LATINO COMMUNITY FOUNDATION

The Latino Community Foundation (LCF) exists to unleash the power of Latinos in California. We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing political participation of Latinos in California.

LCF is at a pivotal stage in its growth and is actively expanding its programs across the state. LCF is working to scale the largest network of civically engaged Latino philanthropists, and build the California Latino Agenda to advance policies that will ensure families and youth have equal opportunities to reach their fullest potential. LCF also launched the first of its kind, Latino Nonprofit Accelerator that gives Latino nonprofits the boost they need to grow into strong, sustainable anchors of the community who can uplift our people and create lasting systemic change.

POSITION SUMMARY

The Latino Community Foundation is seeking a talented and organized individual to join our philanthropy team as a Program Assistant. The individual will support our program and philanthropy team to cultivate and scale the Latino Giving Circle Network (LGCN). The Program Assistant will specifically work to develop and manage all administrative components of the Latino Giving Circle Network and offer administrative support to the senior team at LCF.

The successful candidate will be highly organized and attentive to details. The Program Assistant will have demonstrated ability in coordinating multiple tasks simultaneously while being able to maintain a clear sense of short term and long-term priorities. They will also demonstrate excellent interpersonal and communication skills, both oral and written. Moreover, they will be able to work under pressure and have the ability to focus on outcomes while maintaining a good handle on the process.

We are looking for someone who is knowledgeable on Excel, Salesforce, and data entry.

The Program Assistant will report directly to the VP of Philanthropy and will support the Program and Operations team. The Program Assistant should expect to work closely with Operations Manager on some special projects directly tied to managing the internal wheels of the Foundation.

LCF is intentional about preserving a dynamic, fun, and collaborative working environment and culture. This position will give you the opportunity to grow as a leader on the frontlines of social change philanthropy.

ESSENTIAL RESPONSIBILITIES

Support growth and sustainability for the Latino Giving Circle Network (LGCN)

- Provide administrative support to the senior staff—VP of Philanthropy and VP of Programs and Policy.
- Work closely with LCF Operations Manager to ensure that events and meetings are planned in light of the organization’s priorities.
- Coordinate day-to-day administrative tasks of the Latino Giving Circle Network, including but not limited to:
 - Managing the calendar of the VP of Philanthropy and the LGCN Master Calendar
 - Coordinating logistics for all Giving Circle meetings
 - Sending calendar invitations and reminders to LGCN members
 - Creating gift acknowledgement letters
 - Attend some of the LGCN meetings
- Support VP of Philanthropy to expand and meet annual targets of growth of the LGCN;
- Serve as an ambassador of LCF and LGCN in events throughout California.

Strengthen and Manage the Infrastructure for Donor Relations and Development

- Under the supervision of the VP of Philanthropy, manage LCF’s Salesforce database and constant contact; import contacts, opportunities, and ensure that all information is up-to-date. Create reports by importing and exporting data to analyze key metrics; Data entry and validation manage workflow rules, gift processing; Maintain system protocols;
- Execute strategy for a sustained base of annual individual donors;
- Supporting opportunities to engage new and existing donors through special events and campaigns;
- Assist in the planning and execution of special fundraising events;
- Manage timelines for fundraising activities to ensure seamless internal controls and external communications are carried out in a timely manner;

Preferred Skills and Qualifications

- Exceptionally organized, detail-oriented, and able to manage multiple complex tasks;
- Flexible work style with the ability to work under tight deadlines and maintain handle on priorities;
- Motivated self-starter capable of working independently as well as within a team environment;
- Excellent written and verbal communicator with a demonstrated ability to write and present in a concise and persuasive manner;
- 2+ years relevant work experience providing administrative support in a dynamic, high-energy environment;
- Experience working with Salesforce;
- Excellent proficiency in Microsoft Office applications and effective problem-solving skills around the full range of computer-use and telecommunication tasks;
- Preferably bilingual (Spanish/English);
- Willingness to collaborate and work cross-functionally across several departments;
- Enjoys learning, working collaboratively, and having fun!

TO APPLY

Interested applicants should send a resume and cover letter to Sara Velten at svelten@latinocf.org no later than **September 27, 2018**.

The Latino Community Foundation (LCF) is proud to be an Equal Opportunity Employer. Employment with LCF is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military. We strongly encourage people of diverse backgrounds to apply.