

The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

**All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Donor Relations Associate” to complete our online application process.**

## Job Description

**Title:** Donor Relations Associate

**Department:** Philanthropy Group

**Reports To:** Director of Donor Relations

**FLSA Classification:** Exempt FTE: 1

**Supervises:** None

**Hybrid Schedule (subject to change):** On-site Tuesday, Wednesday, Thursday. Remote Monday and Friday.

### Position Summary:

The Donor Relations Associate provides organizational and logistical support to the Donor Services/Relations team, with specific attention to the Director of Donor Relations. This position provides operational support for relationship management of advisors to all Donor Advised Funds and for donor projects including research, scheduling and meeting support.

### Essential Functions:

- Assists with cultivating and stewarding prospects and donors through relationship building to increase giving and engagement in the work of the Foundation;
- Supports the smooth facilitation of gifts and grants to Donor Advised Funds;
- Serves as primary liaison to a small portfolio of Donor Advised Fund holders, and backs-up the Donor Relations team’s relationships as needed;
- Fields inquiries from prospects/donors via telephone, correspondence and email;
- Provides research and support for prospect/donor meetings and projects;
- Coordinates, sometimes in conjunction with other staff, internal and external meetings, convenings, conferences and special events, and develops agendas and supporting materials;
- Provides technical and administrative support for events, occasionally outside of business hours, including managing timelines and activities in coordination with the Events Team, tracking and coordination of guest lists, invitation mailings and follow up correspondence;
- Maintains prospect, donor and fund records in Salesforce database to ensure timely entry of activities;
- Works collaboratively with colleagues to implement and uphold data integrity protocols to ensure accurate reporting and inform departmental activities;

- Runs reports from Salesforce and Foundation Power databases, and reviews and analyzes data related to donor and prospect activities, gifts, and grants;
- Assists with calendars, schedules and appointment management;
- Processes and submits expense reports and department invoices as needed; and
- Provides general administrative support to other department team members as requested.

*Other Duties and Responsibilities:*

- Individuals assigned to this position may perform other duties as assigned.

**Qualifications**

*Preparation, Knowledge, Previous Experience:*

- College degree or equivalent related experience; and
- At least 2-3 years work-related experience.

*Skills, Abilities, Competencies:*

- Eagerness and ability to center diversity, equity, and inclusion (DEI) in everything that we do in line with [Our New Pathway](#);
- Familiarity with or interest in the non-profit sector and/or development;
- Excellent demonstrated administrative, organizational and calendar management skills;
- Impeccable attention to detail and accuracy;
- Ability to prioritize tasks and meet organizational deadlines;
- Strong Customer service orientation;
- Excellent verbal and written communication skills including proofreading and editing;
- Participatory work style; team player and sense of humor;
- Ability to give and receive constructive feedback;
- A self-starter with a professional and mature interpersonal style, ability to interact well with a diverse range of people;
- Ability to adjust work activity to various management styles;
- Strong knowledge of and experience with setting up and hosting Zoom meetings;
- Demonstrated expertise with Microsoft Office products - especially Word, Excel, Outlook and PowerPoint;
- Demonstrated expertise in data management and reporting skills; database experience in Salesforce strongly preferred;
- A can-do and will-do attitude, i.e. no task is too high level nor too basic;
- Ability to handle confidential matters in a discreet manner;
- Commitment to contributing to an overall organizational culture of learning and wellbeing; and
- Awareness, understanding, and connection to the Boston community preferred.

**Working Conditions & Physical Demands:**

- Ability to work at workstation for long periods of time;
- Ability to work on site and/or remotely, as required; and

- Ability to use a keyboard for extended periods of time.

*The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.*

*External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.*

*This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.*

*Revised 3-2023*