

INNOVATIVE

PHILANTHROPY

Innovative Philanthropy, LLC advises non-profit organizations in fundraising, grant writing, board development, and program strategy. We also provide executive coaching services to non-profit leaders. In addition, we advise individuals, families and community, celebrity and corporate foundations on mission, strategy, grant making, and assessment.

Title: Project Coordinator

Position Summary: Innovative Philanthropy (IP) is seeking a dynamic individual who is well organized, confident in a fast-paced business setting, and has strong interpersonal skills. The ideal candidate is a self-starter, experienced in working on a wide range of projects, possesses excellent writing skills, and has demonstrated interest in working with nonprofit organizations and their missions.

This individual will work alongside IP Senior Staff to coordinate projects for IP's grant-making and fundraising clients, which include nonprofits, foundations, corporations, and individuals. The Project Coordinator is responsible for day-to-day communication and correspondence with clients and key parties, assisting with fundraising events and initiatives, producing excellent written materials and research, providing administrative support, and working closely with IP Senior Staff to ensure and maximize the productivity and effectiveness of the company.

Major Duties:

Administrative

- Answer, screen, and direct incoming calls and correspondence when appropriate.
- Coordinate and prepare information for Senior Staff to use in discussions / meetings with clients.
- Schedule meetings between clients, prospective clients, and key individuals, and follow up with minutes and next steps as needed.
- Draft emails and written correspondence on the President's behalf as needed.
- Serve as the liaison between relevant parties on assigned client accounts.
- Create / send formal and informal communications to clients and key individuals.
- Compile large quantities of data into a user-friendly and concise format (spreadsheets and written materials) for the use of IP and the clients.

Fundraising / Development

- Assist in the development and implementation of excellent written materials with the support of Senior Staff.
- Work alongside clients' boards, including various committees, in development-related projects.
- Participate in clients' board meetings and prepare regular reports as requested by the clients and Senior Staff.
- Track donor requests and gifts, and the systems that make those tasks possible.
- Create and send pledge and outstanding money invoices to donors.
- Draft and send acknowledgement and thank you letters to donors.

Event Coordination

- Attend all events and provide on-site support as needed.
- Research prospective event venues, online platforms, and vendors and review proposals / contracts.
- Create and manage event budgets and timelines.
- Assist in the development and management of event program / run of show.
- Clean, sort, and compile mailing lists for clients.
- Develop draft copy for and facilitate production of mailings / email blasts to event invitees / attendees.
- Track RSVPs, revenue, and relevant event information on clients' behalf.

Grant-Making

- Create and edit grant documents, including funding guidelines, applications, and award/declination letters.
- Track incoming grant applications and prepare due diligence on all.
- Draft external communications on behalf of clients to past, current, and prospective grantees.
- Assist Senior Staff in managing fulfillment processes for grant-making clients.

Qualifications:

- Bachelor's degree required.
- 2-5 years fundraising and/or grant-making experience required.
- Must have high level proficiency in MS Outlook, Word, and Excel.
- Excellent written and verbal communication skills required.
- Meticulous attention to detail and excellent record keeping skills.
- Demonstrated ability to work effectively with high-level internal and external staff to solve problems.
- Strong sense of urgency, highly organized, outstanding time management skills, ability to effectively prioritize and accomplish multiple and changing priorities in a timely manner.
- Willingness to maintain flexible work hours, which includes working late and early mornings, as well as night and weekend events as needed.
- Experience working autonomously and in team settings.
- Must be able to handle confidential information and projects with professionalism and discretion.
- Proficiency in Google Suites, Microsoft Teams, and Zoom is a plus.
- Knowledge of fundraising database programs and desktop publishing programs desirable.

This position is currently a hybrid of virtual/in-person until further notice. The candidate must be located within the NYC metro area and able to commute to Manhattan.

Compensation:

Commensurate with experience.

To Apply:

Please email a resume, cover letter, one-page writing sample, and salary requirements to Hiring Manager at ipgeneral@innovativephilanthropy.net. Please put "Project Coordinator" in the subject of your email. Only applications received via email will be considered.

Website: www.innovativephilanthropy.net