

Job Posting: Administrative and Member Services Associate

Disability & Philanthropy Forum Fiscally Sponsored By Proteus Fund

The Disability & Philanthropy Forum is an emerging philanthropy-serving organization created by the [Presidents' Council on Disability Inclusion in Philanthropy](#). Central to the Forum's mission is centering the perspectives of disabled people while engaging the philanthropic sector in a collective learning journey about disability that moves toward a more equitable, inclusive future for all.

The Disability & Philanthropy Forum is fiscally sponsored by the Proteus Fund who partners with foundations, advocates, and individual donors to advance democracy, human rights, and peace.

The Opportunity

The Administrative and Member Services Associate is an integral part of a small team. The Associate will handle member services and will also provide administrative assistance to team members. The Associate reports directly to the Executive Director and works closely with the Senior Director of Program and Communications and Learning Services Director on member relations. This is a full-time (40-hour per week) remote position.

Essential Functions

Administrative Support

- Provide administrative assistance to the executive director including scheduling and calendar invitations.

- Schedule group meetings, including Presidents' Council.
- Coordinate with the communications team on all public engagements with the executive director.
- Manage travel and conference registration for executive director.
- Handle coding and submitting invoices and uploading credit card receipts for the team.
- Assist in managing grant proposals and reports.
- Handle vendor relations.
- Assist with drafting meeting agendas.
- Take detailed meeting notes and prepare edited summaries.
- Assist in developing and maintaining presentation and meeting materials.
- Ensure accessibility of documents and all materials.
- Proofread reports and materials as assigned.
- Assists team with creating Trello Boards.
- Assist Senior Director of Program and Communications in implementing a constituent relationship management system (CRM) and oversee the CRM updates and reports as needed.

Member Relations

- Communicate effectively with members.
- Serve as a point of contact for membership requests.
- Assist with membership services and benefits.
- Manage membership renewals, coordinates with Proteus on this work.
- Work with the Program and Communications Manager on member surveys.
- Generate survey links for Pledge Signatories and custom reports when surveys are returned in collaboration with the Learning Services Director.

Candidate Profile

The Administrative and Member Services Associate will work to support the team in engaging the philanthropic sector in a collective learning journey about disability that moves toward a more equitable, inclusive future for all. Additional requirements include:

Competencies

- Commitment to the mission and values of a progressive disability inclusion organization
- Strong verbal and written communication including editing and note taking skills
- Highly organized and detail oriented
- Relationship management
- Solid problem solving and analytical skills
- Attention to detail and a high degree of organization
- Sound decision-making skills
- Technical acumen
- Strong analytical and problem-solving skills
- Time management and organization
- Knowledge of disability inclusion, rights, and justice
- A team player with an ability to work with diverse teams with accountability and responsibility

Education and Experience

- Personal experience with disability preferred.
- We value candidates who can demonstrate capability and articulate how prior experiences will help them transition into this role.
- Three to four years of relevant experience
- Proficient in GSuite and Microsoft office applications, Word, PowerPoint, Adobe Pro, Survey Monkey, Trello (or similar project management system), Zoom, and experienced in or with aptitude to learn accessibility features for all programs.
- Working knowledge of a Constituent Relationship Management system and member relationship management

Compensation

The salary range for this position is \$59,000 - \$66,000 per year.

Benefits

- Medical and dental benefits for employee and eligible dependents available on first day of employment
- Retirement savings account (401k) with an organization contribution of 10% of annual salary
- Three weeks paid vacation in first year of work; four weeks in subsequent years
- Fifteen sick days per year

- Three personal days per year
- Twelve paid holidays
- Professional development initiatives for growth
- Paid Family Leave

To Apply

For consideration, please submit cover letter, resume, and name and contact information for three references by **February 3, 2023**. Applications will be reviewed on a rolling basis. Please submit materials in PDF format to communications@disabilityphilanthropy.org **under the subject line: Administrative and Member Services Associate**.

Equal employment opportunity and having a diverse staff are fundamental principles at Proteus Fund, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectual preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

The Disability & Philanthropy Forum is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Gail Fuller at gail.fuller@disabilityphilanthropy.org or 407-917-6864.