SUMMARY

The Disability & Philanthropy Forum is a philanthropic network created in response to calls to action by the disability community to address gaps in disability representation and funding. Fiscally sponsored by the Proteus Fund, the Forum has evolved to fill a void in the philanthropic sector. We mobilize philanthropy to dismantle ableism by increasing funding for disability inclusion, rights, and justice, amplifying the leadership of disabled people in the philanthropic sector, and educating philanthropic organizations on building a culture of inclusion.

The Disability & Philanthropy Forum fulfills its mission by utilizing programmatic strategies of Learning, Philanthropic Advocacy, and sustaining vital Peer Networks. With the Forum’s support, philanthropic leaders and staff are beginning to incorporate disability inclusion into their operations and grantmaking and are transforming philanthropy through their collective commitment.

The Disability & Philanthropy Forum’s Administrative Associate will be an integral part of the organization’s team. The Administrative Associate will provide general clerical support such as scheduling, drafting communications, scheduling meetings, preparing detailed meeting notes and edited summaries, and serving as a point of contact for all team members. The Administrative Associate must be a highly organized and effective communicator with experience working collaboratively across multiple departments.

The Administrative Associate will report to the Member Relations Manager and work closely with the Learning Services Director.
ESSENTIAL FUNCTIONS

Administrative Support to Various Departments:

Executive Director
- Provide administrative assistance to the Executive Director, including scheduling and calendar invitations, conference registrations, and travel arrangements as needed.
- Schedule group meetings, including meetings for the Disability & Philanthropy Forum team, and for the Governance and Advisory Committees.
- Take thorough and detailed notes for the Governance and Advisory Committee meetings, and for other meetings as assigned.
- Summarize meeting notes into briefs/other reports as requested.
- Prepare and transcribe meeting minutes for the Governance and Advisory Committees, and for other meetings as assigned.

Learning Services Director
- Provide administrative assistance to the Learning Services Director, including scheduling and calendar invitations, conference registrations, and travel arrangements as needed.
- Provide assistance with processing honoraria for learning services panelists.
- Support setup and delivery of all workshops which involves scheduling, responding to workshop requests, communicating with participants, helping with meeting logistics, and developing and disseminating meeting materials.
- Support contract development for training, and for other consultant contracts.
- Assist with managing peer networks, which involves scheduling, communicating with participants, assisting with meeting logistics, developing and disseminating materials for meeting materials, and preparing and disseminating meeting notes and summaries.
- Assist the Member Relations Manager and Learning Services Director with Pledge signatory contact, survey collection, and creation of custom reports, as needed.

Senior Programs and Communications Director
- Schedule Presidents’ Council meetings.
- Create detailed notes during virtual Presidents’ Council meetings and prepare summary documents using shared notes from the annual meeting.
- Assist the Member Relations Manager with managing correspondence received through the info@disabilityphilanthropy.org inbox.
Operational Support:
- Manage coding and submitting invoices for the Executive Director, Learning Services Director, and Senior Director of Program and Communications.
- Assist with maintaining programmatic and team Trello Boards.
- Provide support with the ongoing management of the constituent relationship management (CRM) system and generate lists as needed.
- Assist with developing and maintaining presentation and meeting materials such as PowerPoint presentations, minutes, fundraising calls, and other materials for meetings, conferences, and speaking engagements.

OTHER DUTIES
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the Administrative Associate for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

COMPETENCIES
- Commitment to the mission and values of a progressive disability inclusion organization
- Strong communication skills
- Highly organized and detail-oriented
- 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 the ability to work with diverse teams with accountability and responsibility

REQUIREMENTS & QUALIFICATIONS
- 3-4 years of professional experience in office administration and nonprofit operations
- Strong interpersonal, organizational, and communication skills, including attention to detail and maintaining confidentiality of sensitive matters
- Proficient with technology and capable of learning new tools quickly
• Experience utilizing MS Office (Outlook, Word, Excel, PowerPoint, SharePoint, Teams) and other systems and online tools, including Adobe Pro, SurveyMonkey, and Trello (or similar project management system)
• Demonstrated ability to prioritize workflow, exercise independent judgment, and follow-through with minimal supervision and direction
• Engaged, flexible, motivated, and success driven
• Ability to work collaboratively and independently on assigned responsibilities
• Highly organized, with the ability to handle multiple tasks, projects, and priorities effectively and professionally
• Excellent written and oral communication skills
• Excellent editing and note-taking skills and an ability to synthesize information into effective and actionable summaries

PREFERRED QUALIFICATIONS
• Personal experience with disability preferred

SUPERVISORY RESPONSIBILITY
None

WORK ENVIRONMENT
• This position is fully remote.
• This position typically requires an indoor setting, the use of standard office equipment, such as computers and phones, and access to a stable Wi-Fi network. The Disability & Philanthropy Forum provides all staff with a fixed monthly stipend for telecommunications costs.
• Typical core working hours are 9-5 CT, but there is flexibility based on time zones and other needs.

PHYSICAL DEMANDS
• This is largely a sedentary role with prolonged periods of being at a desk and working on a computer.

POSITION TYPE & EXPECTED WORK HOURS
This is a full-time, non-exempt position with a work schedule of 40 hours per week. During the summer months, the Disability & Philanthropy Forum operates on a reduced work schedule with half-day Fridays.
**TRAVEL**

Travel may be required for this position. Travel could include attending 2-4 staff retreats and 1-2 conferences per year.

**COMPENSATION AND BENEFITS**

A comprehensive salary and benefits package will be provided, including health, dental, and vision coverage; retirement plan offerings; generous vacation, holiday, and sick leave; professional development opportunities; and more.

The salary range offered for this position is $59,000 - $71,000 per year and is based on a variety of factors including, but not limited to, geographic location, skill set level, number of years of previous/applicable experience, and Proteus Fund's commitment to ensuring pay equity within the organization. The recruiting team will share more details regarding salary bands based on the factors noted above. Salary is part of the total compensation that Proteus Fund provides employees.

**COMMITMENT TO EQUITY**

The Disability & Philanthropy Forum and its fiscal sponsor Proteus Fund are committed to diversity and equal opportunity employment. The Disability & Philanthropy Forum and Proteus Fund do not discriminate based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, physical or mental ability, veteran status, military obligations, or marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations and applies to all Disability & Philanthropy Forum and Proteus Fund employees, volunteers, members, clients, and contractors.

**APPLICATION INSTRUCTIONS**

To submit an application for this position, please access the application form [here](#). You will be asked to provide one file containing your resume and a cover letter explaining your qualifications for and interest in the role.

**REASONABLE ACCOMMODATION**

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to our recruiter, Jamie Albaum, at jamie@lacire.co or (504) 941-1086.