



San Diego Grantmakers (SDG) is a membership association of 90 philanthropic organizations. Our *mission is to connect, educate, develop and inspire a diverse group of foundations and corporate giving programs to stimulate effective philanthropy in the San Diego region.* We provide workshops, communications and other member services that enable entities whose main purpose is charitable giving (family, independent, operating and community foundations as well as corporate giving programs and giving circles) to make grants with maximum positive impact in our community. For more information please see: www.sdgrantmakers.org.

Title: Administrative Coordinator (part time-20 hours per week)

Works closely with SDG staff to provide administrative support for our programs and initiatives. As we have a small staff, everyone works independently as well as a contributing member of the team. This is an exciting opportunity for to work with an organization that has a compelling mission to strengthen philanthropy in San Diego. SDG is looking for an experienced, energetic, tech-savvy, and highly organized administrator to join our team.

Salary: \$12.00 – \$15.00 per hour

Reports to: Director of Member Services

Job Responsibilities

Office Operations

- Coordinate meetings and staff schedules.
- Answer the telephone and distribute messages.
- Maintain office files, copying, and production of postal and e mail.
- Maintain office inventory and order supplies.
- Respond to member inquiries.
- Prepare Executive Director expense reports

Programs and Events

- Maintain web and internal calendars and other event communications.
- Provide staff support for programs, meetings and Annual Conference including preparation (material prep, attendee tracking, communications, etc.) and post program evaluation (evaluation, communication, file maintenance, etc.).
- Assist with program/meeting logistics, event planning and follow up.
- Attend meetings to provide staff support and minutes as necessary.

Member Services

- Process new, renewing, and non-renewing memberships.
- Update and maintain membership database, listserv records, membership materials, and respond to member requests.
- Maintain prospective membership spreadsheet and prepare prospective membership packets.

Special Projects

Requirements/Attributes

- Advanced proficiency in Microsoft Office- including Word, Excel, Publisher, and PowerPoint.
- Extremely organized. Meticulous attention to detail. Excellent penmanship.
- Ability to understand and use web best practices and web 2.0 applications
- Proficient with database systems, including Access, and Adobe. Dreamweaver is a plus.
- Work experience in a nonprofit organization required – demonstrating a passion for the nonprofit sector and philanthropy.
- College degree preferred. High school diploma or completion of GED required.
- Strong written and verbal communication skills.
- Ability to multi task, prioritize, and take direction
- Customer/Member-service focused.
- Enjoys a fast-paced, friendly, and professional atmosphere.