Associate, Legal Resources & National Standards

POSITION SUMMARY
The Associate, Legal Resources and National Standards, supports the day-to-day work of the Council on Foundations’ Legal Resources team and National Standards.

PRIMARY JOB DUTIES AND RESPONSIBILITIES

Legal Resources and National Standards
- Provide support to two attorneys and the Director, National Standards.
- Responsible for the systemic flow of work and communications within the group and to others, as necessary.
- Manage incoming calls and e-mails addressed to the department.
- Answer routine questions and inquiries directly and assign more complex inquiries to other departmental staff.
- Enter inquiries in Salesforce and verify that inquiries are resolved. Follow-up to ensure letters, calls and emails are addressed.
- Manage and request, or perform, updates to the respective websites for Legal Resources and National Standards.
- Help team prepare for speaking engagements, webinars, and conference sessions, including logistics, meeting materials, facilitating collaboration with guest speakers, and following through on all details.
- Manage scheduling for department meetings, as needed.
- Keep abreast of overall departmental activities and contribute suggestions for improving both resources and work processes.
- Contribute to overarching organization goals by participating in cross-functional working groups.

National Standards
- Assist with the accreditation process, track submissions throughout the review process, coordinate with peer and legal reviewers and ensure reviews are completed timely.
- Track National Standards payments, and issue invoices and stipend requests.
- Take minutes at National Standards board meetings and support the preparation of board book materials.

QUALIFICATIONS
- High School Diploma or equivalent
- 2 - 3 years’ experience in a direct support role for management.
GENERAL SKILLS AND COMPETENCIES

• Experience in philanthropy, nonprofit sector, accreditation program management, or a legal department or law firm, preferred.
• Excellent written and verbal communication skills.
• Strong attention to detail and accuracy.
• Ability to identify and solve problems efficiently and quickly.
• Ability to maintain the highest level of integrity, confidentiality, professionalism, and ethics.
• A learning and growth mindset coupled with humility and mission-oriented sensibilities.
• Excellent customer service skills to include active listening, empathy, problem-solving and communication.
• Ability to manage many and/or differing tasks, maintain productivity, and successfully meet deadlines.
• Ability to work independently and as part of a diverse team.
• Ability to work effectively and positively with a range of individuals and working styles, and with people at all organization levels including staff, board members, foundation officers, donors, and vendors.
• High proficiency in Microsoft Office 365 applications and Adobe Acrobat Standard.
• Database management or data entry experience, preferably Salesforce.

SALARY AND BENEFITS

The salary hiring range for this position is $53,000 - $58,000 and is commensurate with experience. We have a generous benefits package, including health, dental, vision, life, and disability insurance and a 403(b) plan with a 7% employer contribution. There are 13 paid holidays and 2 floating holidays per year, 20 vacation days per year, paid time off the week between December 25th and January 1st, and 10 sick days per year.

The Council on Foundations is an Equal Opportunity Employer – people of color, people with disabilities, women and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

TO APPLY

Send a resume and thoughtful cover letter to liz@chisholmconsultingllc.com with the subject line “Associate Legal & National Standards at Council on Foundations”.