

# 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 25<sup>th</sup> and January 1<sup>st</sup>, 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](mailto:liz@chisholmconsultingllc.com) with the subject line “Associate Legal & National Standards at Council on Foundations”.