

Job Announcement: Program Associate, Philanthropic Services

About RSF Social Finance:

Imagine working with a group of thoughtful, committed colleagues to transform the way the world works with money.

At RSF Social Finance, we bring our individual passions, experience, and skills to meet the needs of others through innovative and integrated investing, lending, and giving services that generate positive social and environmental impact while fostering community and collaboration among participants.

With a 30 year track record of deploying loans, grants, and other catalytic capital to non-profit and for-profit social enterprises, RSF is recognized nationwide as a leader in the field of social finance. As an organization of fewer than 50 employees, RSF's approach is to grow our team by adding one person at a time. In doing so we identify and seek a particular set of skills and experience to meet specific organizational needs, while seeking candidates who are also aligned with our purpose, values, and operating principles.

For more details, visit rsfsocialfinance.org.

Position Summary:

RSF Social Finance seeks to hire a full-time Program Associate, Philanthropic services responsible for a broad range of duties in support of the operations of RSF's philanthropic programs. The primary responsibility of this position is processing gifts and grants. This position also coordinates the annual RSF Seed Fund grant program, participates in Philanthropic Services team projects, and serves as the primary point of contact for standard client requests.

Responsibilities:

Grants Management & Compliance

- Coordinate and process weekly grants, including administration, data entry, and due diligence
- Track and review grant reports
- Serve as primary point of contact for grantees and client grant recommendations
- Support the processing of high risk grants

Incoming Gifts Management

- Process daily gifts received
- Coordinate gift acknowledgement process in a timely manner

Program Support

- Maintain accurate records for program and client funds in Salesforce database
- Maintain data and filing systems, including accurate donor, fund, and grantee information (electronic and hard copy when applicable)
- Coordinate Philanthropic Services-related maintenance and improvements of Salesforce database, including needs assessments, beta testing, and interface with Information Systems team

- Coordinate and facilitate the annual RSF Seed Fund grant program
- Create and maintain program and process documentation
- Assist with annual Philanthropic Services goal setting and planning process
- Assist with other Philanthropic Services programs as needed, including Shared Gifting and Integrated Capital initiatives
- Facilitate monthly team meetings
- Recommend enhancements and improvements to departmental processes and programs
- Undertake special projects as needed

Client Relationship Management

- Respond to general incoming Philanthropic Services related inquiries
- Develop relationships and provide excellent client services to prospective and current clients
- Coordinate client onboarding process
- Work with Marketing Team to highlight Philanthropic Services department activities and clients; write stories for publication on the RSF blog and newsletter

Knowledge, Skills, and Abilities:

- Bachelor's degree or equivalent experience
- 2-3 years prior administrative experience
- Experience working in a non-profit environment with donors and/or grantees strongly preferred
- Experience working with CRM software preferred; Salesforce knowledge strongly preferred
- Experience with grantmaking preferred
- Knowledge of foreign language(s) a plus
- Strong written and oral communication skills
- Strong interpersonal and listening skills required, with sensitivity and appreciation for diverse viewpoints and various communication styles
- Experience with facilitation and mediation skills a plus
- Strong analytical and math skills required
- Basic understanding of program and organizational budgets preferred
- Strong data entry and clerical skills with excellent attention to detail required
- Excellent organizational and systems thinking skills
- Practical knowledge of non-profit and charitable law, especially related to Donor Advised Funds, preferred
- Excellent knowledge of Microsoft Outlook, Word, Excel, and PowerPoint required
- Ability to exercise good judgment, manage time effectively to solve problems, and respond appropriately to changing circumstances and priorities
- Ability to work independently, and as part of a team
- Ability to handle sensitive client information with a high degree of confidentiality
- Ability to tactfully interact with, and make decisions related to, donors
- Commitment to the purpose, values, and operating principles that inform RSF's work
- Must be able to use a computer for extended periods of time up to eight hours per day
- Must be able to frequently communicate orally and by telephone
- Ability to walk up and down stairs
- Must be able to work at RSF's offices during regular office hours as set forth in RSF's Employee Manual
- Must be available to occasionally work outside of regular office hours when needed
- Occasional travel may be required

Compensation & Benefits:

The expected initial salary for this position is expected to be in the high-\$40K to low-\$50K range. This position offers the unique opportunity to join an innovative financial services organization with a vision to transform the way the world works with money. Other benefits include:

- A fulfilling work environment at an supportive and entrepreneurially-driven organization
- A competitive compensation package including employer-paid medical, dental, and vision
- Very generous vacation and sick leave benefits plus nine paid holidays per year
- 403(b) plan with employer-paid contributions after one year of employment
- Exposure to innovative ideas, projects, and collaborative staff activities
- Access to numerous professional development opportunities

Application Instructions:

Please submit your resume via e-mail to HR@rsfsocialfinance.org along with a thoughtful cover letter. In the cover letter, please **explain why you are interested in the mission, values, and activities of RSF Social Finance**. Please also tell us why your skills and experience would make you successful in this role.

In the e-mail subject line, please write “Program Associate, Philanthropic services”.

Please note that applications without a cover letter will not be considered. No phone calls please.

The **application deadline is Monday, April 4th**.

RSF Social Finance is an equal opportunity employer; candidates representing a diversity of backgrounds are encouraged to apply.