



JOB TITLE: Events & Projects Specialist

Reports to: Director of Operations & Events

Status: Exempt, Full-Time

Location: Denver, CO

Type of Role: Fully remote until mid-late 2023 and then hybrid

Salary Range: \$40,000-\$45,000

After the monumental success of our \$43 million comprehensive Leading With Heart campaign, we are in the process of transforming our team to best meet the needs of Alpha Phi Foundation. We are seeking passionate and dynamic individuals to join us as we continue to advance the lives of women through the power of philanthropy.

POSITION SUMMARY

The Events & Projects Specialist is a new Foundation role, responsible for organizing and coordinating office operations and meetings in order to ensure organizational effectiveness and efficiency. The Events & Projects Specialist reports to the Director of Operations & Events and supports the remote Foundation staff from the Alpha Phi International Headquarters office in Denver (office opening mid-late 2023). This role has additional working relationships with the Executive Director, Controller, Manager of Grants and Scholarships, Foundation and Fraternity staff, and service providers.

AREAS OF RESPONSIBILITY

Operations

- Manages general phone line and email inbox and responds to all inquiries, routing role-specific questions to the appropriate Foundation staff member
- Manages all incoming mail, including sorting and depositing checks
- Manages Foundation calendar to ensure accurate tracking of all Foundation activities
- Fulfills annual collateral for donor recognition and other fulfillment requests as needed
- Manage Foundation office supply and marketing collateral inventory
- Assist with general finance and accounting support, knowledge of QuickBooks preferred
- Assist with project management for Denver office setup

Meeting and Event Coordination

- Assist with planning logistics for internal and external meetings and events, both on and off-site, including AV, catering and room setup
- Coordinate with Fraternity staff to setup meeting and overnight arrangements at Denver office
- Act as main point of contact onsite for Denver meetings
- Manage assembly, packing and shipping for all events
- Coordinate weekly internal agenda for virtual staff meeting and take meeting notes
- Assist with team recognition and staff activities

Executive Director Support

- Assist with general administration of Board of Directors and Advisory Groups
- Assist with production of Board meeting materials and distribution of meeting minutes
- Setup virtual meetings via Zoom and group calendar invitations

Grants Program Support

- Assist Manager of Grants and Scholarships in execution of funding priorities, including Forget Me Not Grants, Heart to Heart Grants, and Scholarships
- Assists with data entry and acts as secondary administrator for Blackbaud Grantmaking system

QUALIFICATIONS

The Events & Projects Specialist will be a highly motivated self-starter. An ideal candidate for this position will have a bachelor's degree and at least 3 years of related work experience and will possess the following qualities and attributes:

- College degree or equivalent experience in related field (i.e. office management, project management, event management)
- Exceptional interpersonal skills and a commitment to representing Alpha Phi Foundation with enthusiasm, warmth and professionalism
- Outstanding written and oral communication skills
- Strong organization and project management skills with a high attention to detail
- Ability to prioritize and manage wide variety of tasks across organization
- Proficiency with Microsoft Office Suite
- Experience with Blackbaud Grantmaking, Raiser's Edge (preferred – training provided)
- Ability to travel domestically 2-4 times a year
- Membership in Alpha Phi preferred, but not required

Alpha Phi Foundation is an Equal Opportunity Employer. Alpha Phi Foundation offers all full-time employees health insurance. The Foundation pays a portion of the premium costs for medical, dental, and vision benefits, and the employee is responsible for the remaining portion of the premiums. Life insurance, long-term and short-term disability insurance are offered at no cost to all full-time employees following thirty (30) days of continuous employment. Full-time employees over the age of 21 are eligible, at the employee's option, to participate in any retirement plan offered by the Foundation. After completing six (6) months of continuous employment the eligible employee will receive any match that the employer has currently in effect.

HOW TO APPLY

To apply for this opportunity, visit the Careers page at www.alphaphifoundation.org/careers. Cover letters may be addressed to Meghan Bradley, Director of Operations and Events, and should speak directly to your experience and interest in working with Alpha Phi Foundation.

About Alpha Phi Foundation

Founded in 1956, Alpha Phi Foundation is a nonprofit organization whose mission is to advance women's lives through the power of philanthropy. The Foundation is the philanthropic and educational partner of Alpha Phi International Fraternity. Through contributions from individuals and chapters, the Foundation funds programs and initiatives focused on five areas: leadership training and development, scholarship, women's heart health, assistance grants and heritage. Learn more at www.alphaphifoundation.org