



## **Philanthropy Associate**

**Reports to: Director, Center for Philanthropy**

**Position Status: Full-Time, Non- Exempt**

### **POSITION SUMMARY**

The philanthropy associate serves on the Center for Philanthropy (CFP) team at The Pittsburgh Foundation. This position works with the director of the CFP to execute the Center's core programs, working collaboratively with all teams of The Pittsburgh Foundation. The associate works with the director of the CFP to develop strategies to execute new initiatives and project manages Foundation-wide programs that intersect with the work of the CFP.

The Center for Philanthropy (CFP) of The Pittsburgh Foundation amplifies the impact of charitable giving by connecting resources to community need through convening and education, personalized services, and capacity building for the field. The CFP focuses on the development of high-level strategies that leverage the unique resources and relationships of donors, grantees and community partners of The Pittsburgh Foundation to strengthen our community.

The CFP was designed as a center for creativity and collaboration without strict boundaries, so we expect this role to grow and evolve. The associate must exhibit self-direction, creativity and flexibility in identifying where his/her talents meet the needs of the Foundation and the Pittsburgh community.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Implement programs and events under The Center for Philanthropy umbrella working collaboratively with all teams of The Pittsburgh Foundation and primarily the Communications, Program and Development/Donor Services teams. These programs include, but are not limited to, public education programs, donor giving programs, donor co-creation projects, nonprofit capacity building projects and convening of partnership cohorts.
- Assist the director of the CFP in planning and implementing new initiatives, with a focus on connecting community partners (which can include donors, corporations and public interest groups) more deeply to the work of the program department and the Foundation's initiatives.
- Work with the Communications department to effectively market and recruit attendance at site visits, giving circles, webinars, and other Foundation events and convenings, project managing the event as needed.
- Develop innovative strategies to promote awareness of the services provided by CFP to organizations within the Pittsburgh region, as well as nationally.
- Other duties as assigned.

## **KEY SKILLS AND ABILITIES**

- Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity and inclusion.
- Commitment to the foundation's values of collaboration, trust, racial justice, community and accountability.
- Has an inquiring mind and instinctive problem-solving inclination.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- High degree of proficiency in Microsoft Office suite.
- Working knowledge of document creation and manipulation within Adobe Acrobat.
- Experience or interest working in a fast-paced environment.
- Requires excellent verbal and written communication skills.
- Strong problem-solving skills.
- Attention to detail and a high level of accuracy.
- Possess ability to prioritize work and meet deadlines.
- Works well within a dynamic team environment.
- Flexibility in meeting changing demands.
- Exceptional customer service attitude.
- Sensitivity to confidential matters is required.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree or equivalent work experience.
- Two to five years of community foundation or nonprofit experience preferred.
- Demonstrated project management experience.
- Experience with Blackbaud's Suite of products, particularly Raisers Edge.
- Knowledge of the community's philanthropic and nonprofit communities.

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### **TO APPLY**

Interested candidates should submit resume and cover letter to [jobs@pghfdn.org](mailto:jobs@pghfdn.org) by Jan 31.

No phone calls please.

**THE PITTSBURGH FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY, EQUITY AND INCLUSION.**

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## **ABOUT THE PITTSBURGH FOUNDATION**

Established in 1945, The Pittsburgh Foundation is one of the nation's oldest community foundations and is the 15th largest of more than 750 community foundations across the United States. As a community foundation, our resources comprise endowment funds established by individuals, businesses and organizations with a passion for charitable giving and a deep commitment to the Pittsburgh community. The Foundation has approximately 2,400 individual charitable funds and, together with its supporting organizations, assets of more than \$1.3 billion. Grantmaking from the funds benefits a broad spectrum of community life within Pittsburgh and beyond with more than 2,000 grantees receiving funding annually. The Foundation typically awards grants of more than \$40 million each year. Grantmaking from the Foundation's discretionary funds leverages a broad range of resources and enables the Foundation to be an important change agent for the region. Approximately 85% of all grant-making dollars stay within the Pittsburgh region.