

Job Brief: Operations Assistant

Who we are

Filantropía Puerto Rico (FiPR) is a philanthropy-serving organization (PSO) connecting philanthropic entities and amplifying their voice and impact in areas of equity, collaboration, transparency, and social justice. As a convener of funders with grantmaking focus on Puerto Rico, we lead efforts to improve the lives of the marginalized.

Who we seek

An energetic, curious, creative, detail-oriented, collaborative self-starter and self-motivated part-time operations assistant to support the Membership and Operations Officer. The chosen candidate will handle all operational processes and provide administrative support to the executive director, and as requested, conduct research on program related issues.

Major responsibilities include:

Operations:

- Create and maintain document workflows
- Assure compliance of required documents within different departments (Human resources, Special projects, Finance and Accounting, Membership)
- Support with the monthly accounting management and bookkeeping
- Track proposals, report submission deadlines and handle their respective communications.
- Continually optimize workflows and processes to increase FiPR's operational efficiency.

- Contribute to advance the overall mission of FiPR and support the Executive Director when needed.
- Request and monitor information for monthly newsletters
- Manage hola@filantropiapr.org email and social media platforms
- Assist with members event planning and coordination

Administrative support:

- Assist with preparing board of directors' documents including meeting materials, progress updates.
- Coordinate and maintain calendars
- Proactive organize and schedule meetings
- Assist in the development of contracts and letters of agreements

Research:

- As requested, track trends in policy and scientific research as related to FiPR priorities.
- Monitor news feeds, affinity group listservs, and philanthropic journals for relevant articles, and circulate when appropriate.
- Provide basic research to support operations of a PSO..

Qualifications:

- Be organized. Very organized!
- The highest professional and ethical standards.
- A self-starter, excited to learn new skills, problem solver (Google is your friend), detail-oriented, able to meet deadlines and handle multiple tasks, and a roll-up-the-sleeves attitude.
- High level of commitment.
- Capacity for independent decision-making and taking initiative.
- Ability to work both independently and as a team player.
- A critical thinker with excellent writing and editing skills.

- Ability to work well in a small office and a remote environment.
- Access to a computer and an internet connection.
- A bachelor's degree
- Absolute fluency in both English and Spanish.
- Experience with philanthropy or non-profits is helpful, but not required.
- Deep interest in advancing sustainability, and equity goals.
- Excellent interpersonal skills with the ability to communicate effectively with colleagues, board members, grantees, funding partners, and other stakeholders.
- An open mind and a sense of humor.
- Discretion and sound judgment (i.e. maintaining non-public information in confidence.)
- Mastery of Microsoft & Google suites (including strong spreadsheet skills), Slack, Aweber, Asana and Survey Sparrow (or other mail clients)
- Experience working with budgets and financial documents or with website development and editing, a plus.

Compensation: Salary range is approximately \$25,000 per annum for 20 hours/week.

Apply by October 25, 2021, with a cover letter and resume addressed to Anja Paonessa (anja@filantropiapr.org.) No telephone or social media inquiries, and we will solely contact those selected for an interview.

Job Brief: Communications Officer

Who we are

Filantropía Puerto Rico (FiPR) is a philanthropy-serving organization (PSO) connecting philanthropic entities and amplifying their voice and impact in areas of equity, collaboration, transparency and social justice. As a convener of funders with grantmaking focus on Puerto Rico, we lead efforts to improve the lives of the marginalized.

Who we seek

An energetic, curious, creative, detail-oriented, collaborative self-starter and self-motivated part-time communications officer to develop a multifaceted communications strategy that will allow the organization to create new alliances and give the brand greater visibility inside and outside of Puerto Rico. The Communications role is to ensure that the organization's message is delivered consistently across all platforms and to develop and grow the organization's message. The chosen candidate will handle all communications processes and provide administrative support to the executive director, and, as requested, conduct research on program related issues.

The Communications Officer will work directly with the Executive Director to advance the priorities of FiPR by focusing on the following points:

Communications Coordinator:

- Conceptualize and articulate a content plan that takes into consideration audience diversity and projects, and designing specific strategies for each one

- Manage editorial calendar
- Copy verification and editing
- Update and improve FiPR's website pages
- Social Media management
- El Convener
- FiPR Action Summary
- Create media presence through articles, blogs, letters, and webinars focused on the philanthropic sector.
- Continuously improve the FiPR's brand and make sure it comes across clearly to various audiences.
- Update and grow a list of the key contacts including donors, grantees, members, etc.
- Develop a means of consistent communication with contacts and keep them informed about the work being done by FiPR.
- Coordinate the publication of an annual report on Filantropía Puerto Rico
- As requested, track trends in policy and scientific research as related to FiPR priorities.
- Monitor news feeds, affinity group listservs, and philanthropic journals for relevant articles, and circulate when appropriate.

Qualifications:

- Be organized. Very organized!
- The highest professional and ethical standards.
- A self-starter, excited to learn new skills, problem solver (Google is your friend), detail-oriented, able to meet deadlines and handle multiple tasks, and a roll-up-the-sleeves attitude.
- Ability to work both independently and as a team player.
- A critical thinker with excellent writing and editing skills.

- Ability to work well in a small office and a remote environment.
- Access to a computer and an internet connection.
- A bachelor's degree
- Absolute fluency in both English and Spanish.
- Experience with philanthropy or non-profits is helpful, but not required.
- Deep interest in advancing sustainability, and equity goals.
- Excellent interpersonal skills with the ability to communicate effectively with colleagues, board members, grantees, funding partners, and other stakeholders.
- An open mind and a sense of humor.
- Discretion and sound judgment (i.e. maintaining non-public information in confidence.)
- Mastery of Microsoft & Google suites (including strong spreadsheet skills), Slack, Aweber, Asana, Click Up and Survey Sparrow amongst others.

Compensation: Salary range is *approximately* \$38,000 per annum for 20 hours/week.

Apply by October 25, 2021, with a cover letter and resume addressed to Anja Paonessa (anja@filantropiapr.org.) No telephone or social media inquiries, and we will solely contact those selected for an interview.