



**Title:** Associate Consultant/Operations Manager

**Company Overview:** Giving Tree Associates (GTA) is committed to helping nonprofit organizations achieve their missions and reach optimal potential. Whether just beginning to evaluate the need for a campaign, in the midst of executing a strategic plan, or exploring optimal board and staffing structures, Giving Tree partners with nonprofits to meet and exceed their organizational objectives.

**Position Overview:** This position's portfolio is divided between client support and business operations management functions. Approximately 50% of the time will be allocated to associate consultant (AC) responsibilities, providing fundraising and administrative support to a Consultant and/or Principal on various client projects, with the other 50% dedicated to serving as GTA's internal operations manager. The ability to multitask and prioritize while maintaining attention to detail is critical, as is strong and open communication with GTA and client teams. The ideal candidate will have a working knowledge of the fundraising world and 2-3 years of professional experience in a related field.

**Position requires the ability to:**

- Correspond in a professional and timely manner with clients and supervisors.
- Communicate openly with clients and colleagues.
- Multi-task and manage several projects at one time with keen attention to detail.
- Prioritize action items efficiently.
- Proficient use of the Microsoft Office Suite, including Excel and mail merge manager.
- Use and learn new CRM programs, CMS, email marketing tools, and other web-based and social media tools.
- Problem solve resourcefully and proactively.
- Self motivate and work in an independent environment.

**Responsibilities may include:**

- Collecting, compiling, organizing and entering data.
- Tracking projects including:
  - Keeping notes throughout the week of client and team's progress.
  - Preparing agendas and other materials for meetings.
  - Taking meeting minutes that track important decisions and action items.
  - Sending follow-up to all relevant parties and corresponding appropriately with the responsible team member.
- Interacting with volunteers and board members.
- Conducting prospect and foundation research (training can be offered if needed).
- Assisting with the planning and execution of fundraising events.
- Conducting research on new tools and best practices.
- Keeping team to established project timeline.
- Tracking new business development efforts via Salesforce; preparing proposals and contracts
- Developing internal and external communications, including the management of all social media efforts, e-blasts and website updates/maintenance.

To apply, send resume, cover letter and salary requirements to Lisa Tarshis at [lisa@givingtreeassociates.com](mailto:lisa@givingtreeassociates.com)