

Position Announcement

**Team Support Specialist
(Full-time, Exempt)**

Must be based in the New York City Area

Confluence Philanthropy is a non-profit, membership-based network of 270 foundations, high-net-worth families, and their investment managers, representing a combined \$4 trillion in assets under management.

The Opportunity: Are You the Right Fit?

Confluence is a tight-knit, collaborative team that is deeply engaged with a dynamic membership. Together, we confront some of the most daunting issues of our time – aligning capital with our community’s values of sustainability, equity, and justice. As a team, we are motivated by a sense of urgency. We are prized by our members for thought-provoking and industry-shifting content. We generate action.

We are seeking a Team Support Specialist (TSS). This role will work at the heart of our small organization, supporting team logistics and scheduling, in-office event support, and office management responsibilities. In the office, you will support internal operations, provide a warm welcome to office guests, and respond to client inquiries via phone and email. You will serve as a central point of information for staff, board members, and other key stakeholders.

Working alongside and reporting the Deputy Director, you will be responsible for supporting operations and administrative functions and managing scheduling needs for the CEO and Chief External Officer (CXO). You will ensure we have the information, tools, and processes in place that we need to effectively deliver our mission. You will have a keen eye for detail and will subscribe to the belief that no task is too big or too small. Helping others is your *raison d’être*!

Location:

Office in Manhattan. Must be available weekdays with office hours between 9.00 am ET to 5:30 pm ET. Note that there will be longer hours in the months preceding the annual March conference and shorter summer hours. Must be able to commute to and work from the office 4 days per week.

Salary and Benefits:

- The starting salary will range from \$70k - \$75K, depending upon experience
- Comprehensive benefits include health insurance (medical, dental and vision), retirement, and generous vacation.

Responsibilities:

- **Organizational Culture and Calendar (40% - 60% time):** Monitoring and maintaining calendar to support external meetings for the Program Directors and Executive staff.

- **Office Management (20% time):** Managing mail and packages; maintaining a clean and well supplied office space and kitchen; setting-up and breaking down office meetings and events; managing team supplies; running organizational errands; preparing virtual team meetings; answering phones and greeting visitors; ordering equipment and coordinating repairs. Supporting the Deputy Director in vendor management (i.e. resolving billing issues, researching new vendors, organizing business documentation). Coordinating staff recognition events and team building meetings.
- **Recordkeeping and Supplies (10% time):** Assisting Deputy Director and Program Directors in digital records and organizational supplies and archives. Assisting with CRM (Salesforce) data entry, as requested. Note-taking in team meetings.
- **General Administrative Support (10%):** Support the team with general administrative duties like printing and copying materials, write simple communications to staff, help with basic IT equipment maintenance, and other duties that support the work of the team as needed.

Qualifications:

- Minimum of 3 years office work experience
- Bachelor's degree from an accredited college or university or professional equivalent experience
- Experience with Microsoft suite specifically the calendar function
- Prior experience working with busy executives with a talent for 'managing up'
- Ability to work independently and manage multiple priorities
- Strong professional communication skills
- Highly detail oriented
- An authentic commitment to the social change sector and the value of non-profits
- A sense of humor and desire to work in a small, positive office environment

To Apply: Submit a resume and cover letter with "Team Support Specialist" in the subject line stating how your experience meets the needs of this role specifically to hiring@confluencephilanthropy.org.