**Administrative & Program Assistant Job Description – February 2024**

Dietel & Partners is a women-owned philanthropic advising firm that works with individuals, families and foundations to help plan and manage their philanthropic giving. Together, Dietel & Partners has over 80 years’ experience nurturing longtime relationships with some of America’s most influential families.

**Position Summary**

The Administrative & Program Assistant plays a key role in supporting and advancing the Partners’ work and has both administrative and program-related functions.  The position requires a mature person with ability to juggle multiple projects, possess cheerful flexibility, excellent writing skills and attention to detail.  While predominantly a behind the scenes position, this person will occasionally interact with clients.

The Administrative & Program Assistant will primarily support the Partners. This position is 25 - 30 hours-per-week with flexible hours as negotiated. This is a non-exempt position, located in proximity to Portland, Maine.

The position reports directly to the Managing Partner. The Administrative and Program Assistant must sign a confidentiality agreement at the time of hire.

**Responsibilities**

**Program Assistance**

* Assist with writing and compiling reports for internal and client needs
* Conduct organizational and financial research on potential grantee partners
* Prepare materials for client meetings, including assistance with editing/formatting/proofreading
* Assist with special projects related to grantmaking and client reporting

**Grant and Fund Administration**

* Oversee grants management administration including grant application and reporting processes
* Creation of grant application and reporting materials for clients
* Update quarterly reports and cash flow for client accounts
* Process grants through a Donor-Advised Fund (DAF) as instructed by Managing or Senior Partners

**Administrative Assistance**

* Support Partners with travel arrangements and scheduling, event registrations and planning
* Assist Partners with scheduling and correspondence
* Manage and update Salesforce database
* Provide note taking at internal and external meetings
* Prepare and manage external communications through company email newsletter

**Technology and Graphic Design Assistance**

* Assist Partners with technology support as needed
* Update and maintain company website
* Provide graphic design assistance as needed for reports and presentations

**Qualifications**

Required: Strong experience with Microsoft Office Suite, specifically Excel and PowerPoint.

Knowledge of Salesforce, Foundant, Squarespace, MailChimp, Survey Monkey, Doodle, Canva is a plus.

**Compensation**

Salary commensurate with experience, $30-$35/hour.

**Nondiscrimination**

Dietel and Partners is an equal opportunity employer and does not discriminate based on race, religion, national origin, ancestry, gender or gender identity, sexual orientation, age, disability, or political affiliation.

**How to Apply**

Interested candidate should send a cover letter, writing sample, and resume to Dietel and Partners at the following address: [ren@dietelandpartners.com](mailto:ren@dietelandpartners.com) Applications will be reviewed on a rolling basis. The position will begin in June 2024.