



POSITION ANNOUNCEMENT

POSITION TITLE: ADMINISTRATIVE ASSISTANT
STATUS: FULL-TIME
LOCATION: LOS ANGELES, CA
APPLICATION DEADLINE: February 1, 2012

ROCKEFELLER PHILANTHROPY ADVISORS

Rockefeller Philanthropy Advisors (RPA) is an independent nonprofit service founded by the Rockefeller family with the mission of helping donors create thoughtful, effective philanthropy throughout the world. Rockefeller Philanthropy Advisors works with individual donors, families, charitable trusts and foundations in developing, managing and implementing philanthropic strategies, programs and services.

Headquartered in New York City, Rockefeller Philanthropy Advisors is one of the world's largest philanthropic advising services. It employs a team of 40 with offices in New York, San Francisco, Chicago, and Los Angeles. Rockefeller Philanthropy Advisors currently advises on and manages nearly \$250 million in annual giving in more than 30 countries.

For more information on Rockefeller Philanthropy Advisors, please visit our website at: www.rockpa.org

POSITION SUMMARY: Based in Los Angeles, the Administrative Assistant reports to the Senior Vice President working closely with the San Francisco and Chicago teams as well as colleagues in the New York office. The assistant will have the responsibility of supporting the Senior Vice President and Senior Philanthropic Advisor; performing administrative duties related to philanthropic services for clients; processing approved grants for payment; maintaining records; assisting in communications with clients, other related philanthropic institutions, foundations and nonprofit organizations.

RESPONSIBILITIES:

- Maintain calendars and contacts, schedule meetings and arrange all travel for Senior Vice President.
- Draft, edit and produce correspondence for signature.
- Screen incoming calls and assure caller is directed to correct area/person.
- Sort and distribute incoming mail appropriately.
- Process office related invoices and expense reports.

- Coordinate office support services including serving as liaison for technology, office supplies, facilities management and other key vendors.
- Draft documents to generate presentations, analysis, reports and letters.
- Maintain required records for grantmaking programs and grantees including updated information on grantee organizations and verification of their nonprofit status.
- Assist with preparation of various major events, meetings and conference exhibits.
- Process grants using customized computer data base program, coordinate with accounting, client offices, and external client advisors to ensure timely mailing, follow up, and accurate records and files.
- Assist in the development and production of philanthropic reports for clients.
- Organize and maintain client and proposal files and assist in keeping central files current.
- Assist in research and data gathering as needed.
- Assist other staff members on an ad hoc basis during peak seasons and perform other duties as required.

POSITION QUALIFICATIONS:

Education: BA or equivalent work experience.

Experience: 2-3 years minimum of combined administrative and clerical experience.

Skills/Knowledge:

Attention to detail and accuracy in executing transactions is vital. Must have excellent interpersonal, communication, and organizational skills. Requires strong grammar, writing, proofreading, and editing ability. Proficiency in Microsoft Word for Windows required. Familiarity with Excel, PowerPoint, and Gifts for Windows or similar database software strongly preferred. Familiarity with the nonprofit sector a plus.

Travel Requirement:

Willingness and availability for occasional travel to San Francisco and New York.

Benefits

Rockefeller Philanthropy Advisors offers a competitive compensation and benefits package including health coverage, retirement benefits, paid vacation and holidays, tuition reimbursement and access to professional development resources.

Application Process:

Interested applicants should send a resume and cover letter, including salary requirements, to jobs@rockpa.org by February 1, 2012. No telephone calls, please.