Administrative Assistant

Position: Innovations Administrative Assistant

Organization: The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization whose mission is to serve, build capacity and foster collaboration among and between Mississippi’s nonprofit and philanthropic communities.

Reports To: Program Director

Classification: Full-Time (Exempt), Non-Supervisory Position

MAJOR FUNCTION:
To provide a wide range of administrative and clerical services supporting the mission, goals and activities of The Mississippi Alliance of Nonprofits and Philanthropy, particularly focused on effective implementation and sustainability of Alliance special projects programming, including the Innovations Lab.

Essential Responsibilities:

- Support the Program Director and the Innovations Coordinator in the design, creation, implementation, and sustaining of Alliance programming, including the Innovations Lab and other special projects. Assist the Program Director on special projects as requested and needed.
- Coordinate, track, and manage the grants that fund programming, including the Innovations Lab and other special projects, and ensure reports are submitted on time to funders.
- Help monitor benchmarks and timelines set forth in grant proposals and work with the Program Director and Innovations Coordinator to ensure benchmarks and timelines are being met.
- Assist with contracting process, including developing consulting contracts, and tracking performance as appropriate.
- Assist with maintaining and coordinating calendars, scheduling appointments, and coordinating meetings and other activities.
• Draft correspondence, answer and respond to phone calls, check, and send mail and email as needed. Schedule business travel arrangements as needed.
• Initiate, coordinate, and follow up on general administrative and support activities; set up and maintain an effective filing system; and assist in gathering and compiling information and data from various sources for discussions and meetings.
• Attend weekly staff meetings, quarterly Alliance, and affinity group meetings.
• Other duties as assigned.

Qualifications:

• **Education/Experience:**
  Associate’s degree required, with a minimum of three years prior office and/or administrative experience. Bachelor’s degree preferred.

• **Special Skills/Certifications/Technical Knowledge:**
  Extensive knowledge of Microsoft Office Suite products (Outlook, Word, Excel, and Power Point)

• **Required Essential Skills and Experience:**
  o Commitment to having a diverse, equitable and inclusive organization.
  o Ability to work independently.
  o Ability to be flexible while displaying professionalism and calmness in dealing with administrative issues and inquiries as they arise.
  o Excellent organizational skills, ability to prioritize effectively and focus on details while working on multiple projects.
  o Exceptional written and oral communication skills
  o Ability to work independently and on a team.
  o Keen sense of responsibility to make sure details are covered.
  o Well-developed judgement and critical analysis skills as it relates to the job.
  o Develop a solid understanding of The Alliance’s core values and purposes and act as an ambassador for The Alliance.
  o Ability to handle confidential information with discretion.

**How To Apply**
Interested candidates should apply at [www.indeed.com](http://www.indeed.com) Keyword(s): Mississippi Alliance for Nonprofits and Philanthropy, administrative assistant.

*No phone calls or direct emails please.*

**About The Alliance**
The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization serving more than 500 nonprofits and grantmakers across the state. Our mission is to serve, build capacity and foster collaboration among and between Mississippi’s nonprofit and philanthropic communities. We value commitments to excellence, trust and accountability and promote a work environment that values respect, fairness, and integrity. The Alliance follows equal employment guidelines and employs personnel without regard to race, creed, color, class, gender, religion, national origin, sexual orientation, age, disability (as prescribed by the Americans with Disabilities Act), veteran status or marital status.