



POSITION DESCRIPTION

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| Position Title: | Philanthropic Services Assistant |
| Reports To: | Vice-President of Philanthropic Services |
| FLSA/Payroll Status: | Non-Exempt; Full-Time; Hourly |
| Date: | January 2026 |

ABOUT THE ERIE COMMUNITY FOUNDATION

Founded in 1935, The Erie Community Foundation strengthens communities by responding to community needs and acting as a convener, collaborator and leader to deepen impact on regional progress. In fulfilling its mission to inspire, engage, and empower donors and communities across the region, the Foundation cultivates relationships with donors and people throughout the region. As steward for more than nine hundred endowments for individuals and organizations in Erie, Corry, North East, Union City, Pennsylvania and Findley Lake, NY, the Foundation strives to promote a united, vibrant and thriving region for all.

POSITION SUMMARY

The Erie Community Foundation seeks a Philanthropic Services Assistant to provide vital administrative and engagement support to our Philanthropic Services team. This role ensures that donor, advisor, affinity fund, and affiliate activities are thoughtfully coordinated and executed. With a focus on audience management, event logistics, data tracking, and workflow organization, the Assistant helps the team prioritize donor cultivation and stewardship. Serving as a connector between Philanthropic Services and the Foundation's marketing partners, the Assistant supports smooth communication, manages lists and data systems, and ensures that projects move efficiently from strategy to execution—strengthening engagement across all areas of the Foundation's work.

ESSENTIAL FUNCTIONS

Administrative Processes

- Manage and segment marketing and engagement lists for prospects, fundholders, advisors, affinity funds, affiliates, and the Mack Society.

- Maintain accurate constituent data in AKG to support targeted communications and reporting.
- Prepare internal reports, donor engagement summaries, and other materials for leadership review.
- Coordinate intake and task tracking through Monday.com and other systems to streamline workflows.
- Handle scheduling, list pulls, mailings, and follow-up tracking.

Event Support

- Provide logistical and administrative support for Philanthropic Services–led events (excluding the Annual Meeting and Erie Gives Day), including Mack Society gatherings, affinity fund events, and advisor outreach sessions.
- Track RSVPs, manage event logistics, and coordinate with vendors as needed.
- Support post-event follow-up and stewardship processes, tracking donor engagement metrics and feedback.

Data and Reporting Support

- Build and maintain dashboards to measure donor, advisor, and affinity fund engagement and return on investment (ROI).
- Generate accurate reports for Philanthropic Services leadership, affinity funds, and affiliates.
- Ensure data integrity and list accuracy to support audience targeting and consistent communications.

Collaborative Coordination

- Act as liaison with the Marketing and Communications team and ECF marketing firm to ensure Philanthropic Services priorities are reflected in calendars, messaging, and execution.
- Support coordination among the Foundation’s affiliate foundations in Corry, North East, Union City, and Findley Lake.

Internal Support

- Supports Philanthropic Services Team surrounding Erie Gives as needed.
- Works collaboratively with other Foundation teams and organizational functions to ensure positive donor experiences.
- Performs other tasks as assigned for the successful operation of the Foundation.

SKILLS AND CAPABILITIES

- Knowledge of office processes, practices and computer software applications.
- Excellent project management and critical thinking skills, including the ability to articulate progress, concerns and recommendations.
- Possesses a high level of professionalism, integrity and trustworthiness.
- Outstanding organizational skills, diligence and time management.
- Strong communication skills.

- Proven ability to work effectively as part of a team.
- Ability to maintain a high level of confidentiality.
- Proficiency in Microsoft 365 and familiarity with online document servers.

EDUCATION AND EXPERIENCE QUALIFICATIONS

- 1-3 years of relevant experience

SALARY RANGE \$36,000-\$45,000

The Erie Community Foundation offers comprehensive and competitive compensation and benefits package.

Application Deadline is January 9, 2026. Resumes will be reviewed as they are received.

Interested and qualified candidates, please email a cover letter and resume to:
resume@eriecommunityfoundation.org