



## **ADMINISTRATIVE ASSOCIATE**

**Location – Remote**

As Aspen Leadership Group (ALG) continues to grow, we are pleased to announce an opening for an Administrative Associate to join our team.

Reporting to the Chief Operating Officer, the Administrative Associate will provide assistance with a variety of administrative functions within marketing, finance, and business development. The core of the Administrative Associate role is to help ALG's operations run efficiently and effectively, which is critical to our success as a firm. As a member of ALG's Operations team, the Administrative Associate will be engaged in a wide variety of administrative tasks and projects, including accounts payable and accounts receivable processing, advertising placement, retreat planning, scheduling, communications, and recordkeeping.

In joining the ALG Operations team, the Administrative Associate will become part of a dedicated and supportive group of professionals committed to doing good work with integrity, humor, compassion, and mutual respect.

## **ABOUT ALG**

ALG is a national network of fundraising leaders. Through executive search and talent management consulting services, and with a focus on careers rather than on isolated job openings, ALG builds enduring and productive relationships with individuals pursuing careers in philanthropy and with leaders of organizations engaged in philanthropy.

The landscape for philanthropy is changing, even as demands for fundraising revenue increase. Aspen Leadership Group supports exceptional careers in philanthropy, helping fundraising leaders see the horizon and recruit, train, retain, and inspire diverse, inclusive, and high-performing teams.

Our search services and leader-to-leader consulting focus on building a team and a culture that enable an organization to engage all of its potential donors and volunteers and to raise the largest possible gifts. We empower advancement teams to change approaches and behaviors and drive unprecedented fundraising results.

In partnership with our clients, we find extraordinary talent and build healthy cultures of philanthropy, in which board members, executive teams, advancement staff, and constituents understand their individual roles and collective responsibilities related to fundraising and engagement; share values and demonstrate high levels of belief and confidence in each other's vision, strategy, and capacity; present and welcome diverse backgrounds and perspectives, fostering a culture of inclusion and meaningfully connecting with the largest possible number of constituents; and embrace donors and volunteers as essential partners in creating the organization's future and in achieving shared objectives for impact on society.

## PREFERRED COMPETENCIES

Aspen Leadership Group seeks an Administrative Associate with the following competencies:

- strong analytical skills including an ability to retrieve and share information and data;
- an ability to communicate clearly across platforms (video, phone, in-person, email, Slack, etc.);
- an ability to integrate and innovate on existing practices;
- an ability to take direction and translate requests into action;
- an ability to work on multiple projects simultaneously in a highly organized way and with excellent attention to detail;
- technological acumen and the ability to adapt to new and emerging technologies;
- fluency in Google and Microsoft Suite functions, including Google Docs and Excel;
- cultural competency, with sensitivity and respect for others;
- a high level of responsiveness to requests for support, with a genuine customer service mindset;
- an ability to work independently while remaining engaged;
- a desire to learn; and
- experience in nonprofits or in advancement/philanthropy a plus, but not required.

A bachelor's degree is preferred for this position. However, ALG welcomes candidates who bring a wide variety of backgrounds and experiences to join us.

## KEY COLLEAGUES

ALG's nationwide team represents all sectors, from higher education to the arts, from large and complex institutions to small community-based non-profits. All of our consultants, associates, and advisors are highly experienced fundraising leaders. They have served as board chairs, philanthropists, presidents, deans, and senior development and advancement officers. Each of our senior consultants has more than 20 years of experience in non-profit leadership. They have led campaigns ranging from \$30 million to \$2.3 billion. We apply the same principles to search and other consulting that we have applied to our work with donors: we create long-term relationships with clients and candidates, building partnerships intended to last throughout a career, not just for the duration of one search or one consulting assignment. We share a belief in the power of the non-profit sector to transform society and a dedication to those individuals who have chosen to use their talents for the betterment of the world.

## ASPEN LEADERSHIP GROUP'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

An organization's capacity to reflect and respond to the rich diversity of our society profoundly impacts its ability to fulfill its mission. Accordingly, ALG is committed to fostering, cultivating, and preserving a culture of diversity and inclusion, both in our own company and in partnership with our clients and the individuals we serve. Since our establishment, we have built lasting, deep partnerships with numerous organizations as advisory board members, volunteer chairs, presenting and attending conferences, and meeting with leaders as they build their capacity. Founding Partner Ron Schiller and ALG Associate Angelique Grant are the co-authors of *Diversity, Equity, and Inclusion in Advancement: A Guide to Strengthening Engagement and Fundraising Through Inclusion*, which includes contributions from numerous ALG team members, clients, and colleagues.

### **SALARY, BENEFITS, AND LOCATION**

This is a full-time, fully remote position. Compensation is \$40,000-45,000 annually, and ALG also offers a comprehensive benefits package including medical insurance, 401K with company contribution, company-paid short- and long-term disability and life insurance, and a generous vacation policy. The Administrative Associate can work from any location with excellent and reliable internet service. Some travel is possible but infrequent, and may include conferences and corporate gatherings.

### **APPLICATION INSTRUCTIONS**

All applications must be accompanied by both a cover letter and résumé. Cover letters should be responsive to the specific responsibilities and preferred competencies of the position. Review of applications will begin immediately and continue until the successful candidate has been selected.