



13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

Position Title: Philanthropy Administrative Assistant

FLSA Status Exempt (Full-Time)

Reports to: Chief Philanthropy Officer

About Us

The Orange Catholic Foundation serves the Roman Catholic community of Orange County through philanthropy and stewarding funds to protect and support ministries which further our beliefs and values in loving service to God. The Foundations vision is: Relying on the Holy Spirit, the Orange Catholic Foundation is the vibrant center of philanthropy for the Roman Catholic community of Orange County, helping to sustain and enhance the faith life of all those it serves.

The Orange Catholic Foundation (OCF) is an Independent 501(c)(3) corporation that was formed in Orange County to serve the Catholic community. The Foundation helps support individuals, families, corporations, and family foundations with their charitable giving. OCF plans and conducts major fundraising programs and events, including the annual Conference on Business & Ethics, Educational Seminars and other special fundraising events. The Foundation manages endowments and other charitable long-term funds, providing grants, always following donor intent, in support of our Catholic community.

Under the leadership of Executive Director Steve Cameron, and Executive Vice President Kathleen Hurtt, OCF is redefining the future of philanthropy for the Catholic community; one rooted in the unprecedented intergenerational transfer of wealth currently reshaping the global financial landscape. By leveraging strategic, tax-efficient philanthropic vehicles, Catholics can ensure their legacy supports the ministries and missions they hold dear.

This pioneering model is also attracting attention across the region, as neighboring Catholic institutions engage OCF for insight into their philanthropic strategies. The surge in interest is fueling dialogue around the replicability of OCF's approach—laying the groundwork for a thoughtful expansion beyond Orange County. OCF is looking for passionate, faith-filled achievers eager to help us advance this mission!

Summary /Objective

The Philanthropy Administrative Assistant plays a pivotal role in advancing the organization's mission by providing administrative excellence, managing key projects and supporting donor engagement and development efforts. The Assistant will serve as the first point of contact with our current and future benefactors by phone, email or in-person. The position is key to our success and requires a highly personable, detail-oriented, flexible, project manager who is motivated to serve as support staff for our growing Philanthropy team.

Essential Function

- Serves as confidential assistant to the Philanthropy team
- Assist in researching donor records
- Assist Philanthropy team in securing and scheduling donor meetings; maintain heavy daily calendars; makes travel arrangements
- Serve as the first point of contact for philanthropy inquiries and visitors

- Maintains office files, equipment and supplies
- Serve as the team's go-to resource for technology troubleshooting and data questions
- Prepares check requests and reimbursement requests
- Assists Philanthropy team in logging actions in donor software (Raiser's Edge)
- Assists in the cultivation of donor relationships through stewardship efforts by mail, phone, email, delivery or in-person
- Monitor deadlines and deliverables for team projects, ensuring accountability and timely completion
- Contribute to the overall effectiveness of Orange Catholic Foundation by completing all other tasks as assigned
- Because all The Orange Catholic Foundation employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Education/Experience/Skills:

- A practicing Catholic with a passion for the OCF and Diocese of Orange mission.
- High School/GED Equivalent.
- Comparable personal/executive assistant/customer service experience desirable.
- Ability to deal discreetly with donors, staff, and sensitive and confidential information is essential.
- Ability to work proactively, independently, and reliably on multiple projects under tight timelines.
- Ability to develop and sustain professional relationships and collaborate both internally and externally for the benefit of the organization.
- Strong attention to detail and accuracy.
- High level of reliability, flexibility, maturity and friendliness.
- Computer skills preferred include MS Word, Excel, PowerPoint, Outlook and Raiser's Edge.
- Excellent interpersonal, verbal and written communication skills.
- Knowledge of fundraising, budget development, administration, staff and volunteer management and Catholic Church infrastructure preferred.
- Proactively follow-through on projects to successful completion while meeting strict deadlines.
- Contribute to the overall effectiveness of Orange Catholic Foundation by completing all other tasks as assigned.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

WORK ENVIRONMENT:

Typical Working Conditions:	Office environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.

Position Type/Expected Hours of Work/Compensation

The full-time position offers a bi-weekly rate of \$2,560 to \$2,693, plus benefits, with a schedule of Monday through Friday, 9:00 a.m. to 5:30 p.m. Evening and weekend work will be required as job duties demand.

If you have the skills and experience to help advance the mission of the Orange Catholic Foundation, please send your cover letter, resume and application to Roxanna Payton at rpayton@OrangeCatholicFoundation.org. Please note, all three items must be submitted to be considered for the position.