



## Job Opportunity

# Philanthropy Operations Coordinator

<b>Location</b>	Houston, TX (Hybrid)
<b>Department</b>	National Philanthropy Group
<b>Supervisor</b>	Associate Director, Philanthropy Operations
<b>Type</b>	Salaried, Full-time

## JOB PURPOSE

The Philanthropy Operations Coordinator will serve as a strategic operational and administrative partner to the CDO and Associate Director of Philanthropy Operations to enable these leaders to maximize their productivity by simplifying collaboration and connection, and by anticipating and resolving logistical and administrative issues as they arise. In addition to being organized and analytical, he/she will need to have the strong business judgement, emotional intelligence, and communication skills needed to support and collaborate with a wide variety of people and job functions.

## CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

## KEY TASKS AND RESPONSIBILITIES

- Work with Living Water's Philanthropy team to support their day-to-day administrative and operational needs.
- Working with the Associate Director overseeing the CEO's donor portfolio, understand the business priorities of the CEO's donor contacts to maximize their time and attention including travel needs and meeting confirmations.
- Provide project coordination for complex projects and strategic initiatives.
- Handle scheduling and calendar management for the CDO and CEO with precision and attention to detail, including foresight to adjust future schedules and manage expectations of stakeholders.
- Plan and manage team retreats, workshops, and other events as needed.
- Assist with knowledge management and cloud file system administration.
- Support cross-departmental communications.
- Coordinate travel and manage hospitality for out-of-town visitors (internal and external).
- Manage assigned business processes, including consultations and approvals on procurement, vendor selection, contracts, and other key decisions.
- Support budget planning and management; manage vendor relationships by developing agreements, negotiating renewals, and facilitating invoice payment.

- Recognize operational weaknesses or inefficiencies and help sharpen processes or develop new ones.
- Manage event portion of all team meetings to discuss the upcoming events.
- Work in concert with other departments to ensure the proper execution of all events.
- Maintain a repository of articles, guides, and “how to’s” for CRM activities for event activities.
- Research and schedules appearances, lectures, or presentations for the CEO and other designated members of the organization.
- Coordinate superior customer service for all speakers while ensuring flawless, hassle- free deliverables, from planning through event/meeting closing, across multiple platforms, including live and virtual- based programs.

## EDUCATION / EXPERIENCE / SKILLS

- Minimum of 3 years of related experience providing administrative, operational, and project support in a nonprofit or business environment.
- Proficient in Microsoft Office Suit.
- Exceptional attention to detail and commitment to excellent execution on tasks.
- Excellent communication and interpersonal skills.
- Cultural intelligence necessary to engage with colleagues across a global organization.
- Ability to interact effectively and professionally with senior managers, board members, and donors, maintaining discretion and sensitivity towards confidential information.
- Must be a self-starter who regularly sets and achieves activity and results-driven goals.

## More about Living Water

Living Water International exists to demonstrate the love of God by helping communities acquire desperately needed clean water and to experience “living water”—the gospel of Jesus Christ—which alone satisfies the deepest thirst. We mobilize churches and communities through water access, sanitation, and hygiene (WASH) interventions to increase the physical, spiritual, and social wellbeing of the most vulnerable in communities around the world. With over 300 global staff, we currently work in 18 countries and have provided access to safe water to nearly 6.5 million people.

## We Offer

- Generous PTO, vacation, and holidays
- Retirement/403(b) with match
- Medical, vision and dental benefits
- Group Life, STD, LTD and AD&D (Employer paid)
- Opportunities for professional development
- Spiritual care and formation program
- Employee assistance program
- Casual dress code