



# HISTORIC CHARLESTON FOUNDATION

## Philanthropy Coordinator

### Overview

#### Organization Profile:

Historic Charleston Foundation's mission is to advocate for a future for Charleston that honors and protects its people, places, culture, and community.

Historic Charleston Foundation (HCF) is a non-profit organization advancing the broad mission of historic preservation and protecting the livability of the community. As historic preservation has evolved into more than a movement to simply save historic buildings, the Foundation has broadened its scope into balancing the needs of modern society with protecting the significant cultural fabric of our historic communities. The Foundation's three main mission pillars are Advocacy, Preservation, and Museums.

#### Job Summary:

The Philanthropy Coordinator provides daily administrative support to all members of the Philanthropy team, and especially to the Philanthropy Services Manager regarding timely gift entry and mailing of gift acknowledgment letters. This position will also be instrumental in maintaining the Policies and Procedures Manual for the Historic Charleston Foundation Philanthropy Department. The Philanthropy Coordinator reports directly to the Director of Philanthropy.

### Responsibilities

- Daily entry of gifts into Altru, and twice weekly mailing of gift acknowledgment letters.
- Email daily giving report to CEO and Executive Team.
- Support Philanthropy Services Manager in execution of Altru data clean up.
- Support Philanthropic Partnership Manager in managing administrative logistics related to HCF Annual Gala, National Advisory Council (NAC) biannual meetings, and other donor events.
- Coordinates donor mailing logistics, under guidance of Director of Philanthropy.
- Creates and sends NAC renewal letters and assists Philanthropic Partnership Manager in tracking NAC annual dues submissions.
- In close collaboration with the team, maintains the Philanthropy Department Policies & Procedures manual, and updates as needed.
- Completes Payment Requests for Philanthropy Department charges or purchases.
- Prepares weekly Philanthropy department team agenda.

### Qualifications

- Astute project management, time management, administrative, organizational, multi-tasking, and follow-through skills, with a proven ability to meet deadlines.
- Excellent communication and collaboration skills.
- Strong attention to detail and data accuracy.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook)
- Familiarity with fundraising and nonprofit operations.
- Familiarity with Customer Relationships Systems.

**Work Environment/Hours:**

This full-time position operates primarily in an office environment at 40 E. Bay Street, Charleston. Minimum shift requirement: Monday – Friday from 8:30 a.m. – 5 p.m.

**Benefits:**

Annual salary of \$45,000 – \$50,000 and generous benefits, including health/dental/vision, 403(b), free parking, Reciprocity Pass (+1), retail shopping discount, Flex Fridays

Interested candidates should submit a cover letter and resume to Laurie Ouellette, HR Coordinator via email at [careers@historiccharleston.org](mailto:careers@historiccharleston.org)

**The employment relationship with Historic Charleston Foundation is at-will and can be terminated by either you or the Foundation at any time, for any reason. Neither this form, or any oral or written policy or procedure, nor any representative by any Foundation employee, supervisor or officer can or will change the at-will nature of your employment.**

*Historic Charleston Foundation is a nonprofit organization with a mission to preserve and protect Charleston's architectural, historical, and cultural heritage.*