



PARKES

PHILANTHROPY



**Operations & Business
Development Associate**



About Us

Parkes Philanthropy is an impact consultancy equipping nonprofits, corporations, and individuals with the ideas, resources, and support they need to positively impact the world. We proudly partner with a diverse portfolio of nonprofits and businesses committed to advancing social impact, as well as a network of strategic partners who share our vision, including WeHero, Givebutter, WeThrive, Classy, and iWave.

We build customized teams and offer on-demand experts to help achieve individuals, nonprofits, and companies achieve their impact goals. The backbone of Parkes Philanthropy are our talented Consultants, a collective of result-oriented individuals who have each demonstrated the commitment and ability to create change through a lifelong career dedicated to positive social impact.

Parkes Philanthropy has been named a Top Standout Firm for 2022 by GrantsPlus and a 2023 Top Impact Award Winner by Real Leaders Magazine.

Position Summary

We are seeking a freelance **Operations & Business Development Associate** to work closely with Parkes Philanthropy leadership on projects across business development, administration, and operations. This is a role with tremendous room for growth, and a great fit for anyone seeking to get in at the ground floor of a fast-growing impact startup to gain experience in partnership development, operations, and project management.

Responsibilities include:

Business Development:

- Manage CRM (Hubspot) to ensure opportunities are tracked through close
- Manage outreach to potential new partners, including: researching new opportunities, drafting emails, and creating collateral as needed
- Support coordination with potential partners, including drafting briefs, scheduling meetings, and ensuring follow up on action items from leadership

Operations & Administration:

- Support scheduling for COO and CEO
- Compose and edit emails, meeting minutes, and other documents
- Assist with meeting preparation, including preparing briefs, creating agendas, and coordinating schedules as needed

Operations:

- Support COO with standardizing processes and implementing new systems
- Support regular website maintenance (Wordpress)
- Maintain organization of shared files across multiple workstreams

This role is remote and asynchronous, with expected availability on a daily basis (M-F). We anticipate this role to start at 15-20 hours/week at \$20/hour, but are also open to a retainer structure for more experienced professionals.



Who You Are

1. You are **results-oriented**. You establish goals and drive towards them with a deep intrinsic motivation towards reaching targets.
2. You are **driven**. You are highly motivated to follow through on commitments and strategic plans.
3. You are **collaborative**. You give and receive both affirming and constructive feedback with a spirit of teamwork, striving for personal and collective excellence.
4. You are **people-oriented**. You enjoy working with others and have a history of building successful relationships with prospective clients.
5. You are **analytical**. You identify solutions, and execute strategic plans.
6. You are **adaptive**. You learn and grow quickly.
7. You are **open minded**. You run towards new ideas and consistently seek out innovative ways of doing things.

Our Values

- **Integrity:** be consistent and true to our word and commitments
- **Transparency:** be honest and open
- **Collaboration:** work with a spirit of collective success, enthusiastically learning from one another; support one another internally and externally
- **Connection:** strive to connect one another with new individuals, organizations, and ideas to broaden and deepen our overall and individual impact
- **Data-Driven:** make decisions and recommendations based on proven best practices and credible data
- **Outcomes oriented:** set goals for measurable impact and work towards them
- **Humility:** be open minded and receptive to new ideas
- **Innovation:** seek out the newest and best practices; seek tirelessly to improve

Requirements

1. Highly organized with attention to detail
2. Excellent communication and writing skills
3. Strong project management skills and follow through
4. Demonstrated commitment or interest in the social sector
5. Demonstrated ability to form relationships with diverse groups of people
6. Self-starter who is comfortable working independently and proactively
7. Comfortable working on remote, asynchronous teams and using collaborative technology

How to Apply

Please submit your resume and cover letter expressing your interest and skills via email to Caitlin Kawaguchi at caitlin@parkesphilanthropy.com and include “**Operations & Business Development Associate**” in the subject line. Applications are accepted on a rolling basis.