

Strategy and Culture Associate

POSITION DESCRIPTION

The strategy and culture associate will provide administrative support for a host of activities including grantmaking, programs and events, project management, planning, and meetings. This position will serve an integral role on the strategy and culture team by providing support for communications, information technology, human resources, culture and racial equity work, and the Foundation's strategic initiatives, which include The Women's Fund of Winston-Salem, Black Philanthropy Initiative, and Youth Grantmakers in Action. The strategy and culture associate is a non-exempt position and will report to the vice president, strategy and culture.

ABOUT THE WINSTON-SALEM FOUNDATION

We are a nonprofit community foundation, comprised of over 1,650 funds, that assists people and organizations with their charitable giving, provides financial aid to college students, and offers a variety of grants programs and a mission-aligned investment program to support nonprofit organizations in Forsyth County. We are the oldest foundation in North Carolina, and we are one of the oldest community foundations in the country. Since 2018, the Foundation has been on a journey to deepen its understanding of and commitment to racial equity as both a priority in our work in the community and as a hallmark of our organizational culture.

Our vision:

A generous and trusting community where everyone is thriving.

Our mission:

We inspire giving and link resources to action, strengthening Forsyth County—now and forever.

Our values:

- **Inclusion** - we practice and champion inclusion, honoring the strengths and experiences of all in our community.
- **Accountability** - we honor the intentions of our donors and partners and hold ourselves to the highest standards of ethics, service and stewardship.
- **Continuous Learning** - we are committed to learning and evolving with our community and our partners.

DESCRIPTION OF RESPONSIBILITIES

All staff work together to live out the Foundation's mission, values, and equity commitment. Each person actively participates in education sessions, work groups, and other formal and informal opportunities to learn about and operationalize our shared commitment to equity. Additionally, the strategy and culture associate will have the following specific duties to assist the Foundation in fulfilling its mission and vision:

Strategic Initiatives Support

- Provide administrative support, including scheduling committee meetings, coordinating meals, and sending email reminders to the strategic initiatives' boards and committees
- Coordinate and manage event logistics for strategic initiative events, including but not limited to invitation and RSVP correspondence, sponsorships, event space, catering, audio-visual support, and speakers
- Review monthly inventory of various print materials and coordinate ordering and storage of materials
- Prepare surveys and reports to collect or present relative data for strategic initiative members, donors, and other stakeholders
- Coordinate mailings for various events and activities
- Assist members/donors of the strategic initiatives with questions about memberships or donations

Strategy, Culture, and Human Resources Support

- Schedule meetings and compile materials for the various functions within the Strategy and Culture team
- Provide administrative support for certain Foundation-wide meetings and activities
- Provide administrative support for Foundation recruiting, hiring, and onboarding processes

Communication and Technology Support

- Format and edit various communications materials such as press releases and flyers
- Create PowerPoint presentations for Foundation staff for speaking engagements and events
- Create forms for data collection
- Assist with updates to internal SharePoint web pages and lists and manage Teams channels
- Manage mass email correspondence utilizing Constant Contact
- Help maintain and perform minor website updates for the Foundation, The Women's Fund, and the Black Philanthropy Initiative

Other Related Activities

- Actively participate as a member of the Strategy and Culture team, attend regular meetings, and collaborate on special projects
- Participate in the Foundation's regular staff and internal meetings and collaborate with internal departments, as needed
- Other assignments and special projects as needed

QUALIFICATIONS

- Proven track record of providing a variety of administrative responsibilities, including but not limited to, scheduling, coordinating, and compiling resources for meetings, events, and projects

- Excellent organizational skills including the ability to prioritize work effectively and manage multiple, time-sensitive demands
- Exceptional writing and communication skills, with a high level of attention to detail
- High-level proficiency in Microsoft Office (particularly Word, Excel, PowerPoint, and Outlook); experience with SharePoint, Teams, Power Automate, and JotForm will be an added advantage
- High level of comfort with technology, ability and motivation to learn and adopt new computer programs quickly, and ability to effectively integrate that technology into daily work
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
- Demonstrated ability to work independently, proactively, and to be self-motivated.
- Problem solving skills and an inquisitive nature
- Commitment to the Foundation's values: Inclusion, Accountability and Continuous Learning
- Commitment to and understanding of racial equity
- Experience using queries to extract information from constituent records will be an added advantage
- Experience with Constant Contact, Canva, and Webflow, or similar content management systems will be an added advantage

HYBRID WORK SCHEDULE

The Foundation offers a hybrid schedule where most staff are expected to work in person at least two to three days per week. Some positions, such as the strategy and culture associate, are expected to be in person more frequently due to the nature of their responsibilities. The strategy and culture associate will regularly be expected to be in person a minimum of four days per week. Our offices are in downtown Winston-Salem.

SALARY AND BENEFITS

Salary range starts at \$50,000, commensurate with experience. Benefits include generous paid time off (PTO) and holidays. Health insurance, life insurance, dental insurance, short-term and long-term disability insurance, and parental leave begin the first of the month following 30 days of employment. Eligibility for the defined benefit retirement plan begins after one year of service. Other optional benefits include a flexible benefit plan, supplemental insurance with AFLAC, employee supplemental retirement plan, charitable match program and tuition and fee reimbursement.

The Winston-Salem Foundation is committed to building a staff that reflects the community served by the Foundation's mission and strategic priorities and we invite applicants that represent our diverse community.

To apply, please visit wsfoundation.org/careers.