



PHILANTHROPY MISSOURI

impact inspired.

**Statewide Association Hiring
St. Louis-based Associate**
Full-Time

Job Description: Operations & Programs Associate

What is Philanthropy Missouri?

Founded in 1970, [Philanthropy Missouri](#) (PhilMO) is a [philanthropy-infrastructure organization \(PIO\)](#). As a statewide membership association for Missouri grantmakers, our [Members](#) include corporations, foundations, trusts, donor-advised funds, and professional advisors actively involved in the philanthropic sector. We strengthen philanthropy and promote equitable community impact by providing innovative programming, research, networking, advocacy, professional development opportunities, and other technical assistance with and for our Members.

PhilMO is an independent nonprofit organization and participates in the United Philanthropy Forum, the largest network of PIOs in the United States. Our work is undertaken in service of our:

Vision: *We envision a thriving and equitable Missouri, served by a collaborative, purpose-driven, and effective philanthropic sector.*

Mission: *To equip, connect, and energize our Members and partners for thoughtful action and greater impact.*

We live out our mission and advance our vision through the following **key values**:

- **Belonging:** We cultivate relationships and build community where individuals and institutions are understood, respected, and invited to contribute.
- **Equity:** We believe identity should not predict outcomes for Missourians and use that lens to shape our work and influence philanthropic practice.
- **Impact:** We create an environment of shared learning to forward a strategic, collaborative, and equitable philanthropic sector.
- **Courageous Leadership:** We inspire the sector to challenge norms and mobilize resources to advance opportunities to thrive in Missouri.

Position Overview

The Operations & Programs Associate is the person who keeps PhilMO running day-to-day – providing the essential administrative and coordination support that our operations, programs, and Member experience depend upon. This full-time, at-will role reports to the Operations Director and works closely with our Learning & Network Manager.

This opportunity suits people at different points in their career. For someone early on, it's broad, hands-on exposure to how a statewide nonprofit runs – finance, governance, membership, programs, and technology all in one seat. If you've already built these skills elsewhere – in a nonprofit office, small business, or corporate operations role – it's a chance to apply your

experience to advance a meaningful mission with a lean team. What matters most is being detail-oriented, organized, and genuinely curious about the work.

Title	Operations & Programs Associate
Reports To	Operations Director
Status	Full-Time, 37.5 hours/week; non-exempt
Where	Hybrid with approximately 1-2 days/week in the statewide office in St. Louis (Delmar DivINe, 5501 Delmar Blvd Ste 310A, St. Louis, MO 63112); in-person work is driven by team and program needs
Hours	37.5 hours/week, with occasional early mornings or evenings to support Board, Member, and community events

Essential Duties & Responsibilities

The Associate supports several members of the team. Approximate time allocation is below; in practice, priorities will flex with PhilMO's program calendar and operational needs.

Operations & Administration (30%)

- Prepare weekly vouchers and coordinate expense requests, credit card receipts, and record-keeping (copies and scans).
- Record check deposits, maintain office records, and make bank deposits as needed.
- Maintain banking paperwork and authorized signatures; support annual audit requests.
- Monitor the organization's mailbox, info@philmo.org inbox, and main phone line, responding or routing promptly.
- Maintain physical office space, including an inventory of supplies and serving as a contact for services and subscriptions (phone, copier, and similar).
- Support contract, vendor, and renewal tracking in coordination with the Operations Director.
- Maintain accurate, well-organized digital records and assist with data hygiene in PhilMO's systems.

Program Support (45%)

- Provide logistical and administrative support for programs, meetings, and Networks — including scheduling, registration, reminders, and follow-up communications.
- Manage survey tools (Survey Monkey, Google Forms); update dashboards and records.
- Assist with online event registration and respond to routine requests for support.
- Help prepare program materials and coordinate event logistics, including food service and on-site support as requested.
- Support communications, including content for newsletters, website, and Member outreach.
- Attend programs (virtual and in-person) and provide hands-on coordination support.

Membership Operations (10%)

- Prepare and send Member renewal invoices (electronic and hard copy); record dues receipts in the CRM and file records.
- Process new Members: send welcome letters and invoices upon approval, and provide website and Member Directory access upon payment.
- Send dues and grants acknowledgements; maintain accurate, up-to-date Member records.
- Monitor email-marketing tools to keep contact records current and clean.

Governance & Executive Support (10%)

- Establish calendars for agenda-setting and meeting reminders; add Board and committee meetings to the CRM.
- Prepare initial agendas for staff review; receive RSVPs and prepare Board and committee packets.
- Prepare written minutes for Board and committee meetings.
- Collect new Board Member onboarding items, including conflict-of-interest forms and headshots; assist with Board thank-you and annual gifts.
- Provide occasional scheduling and administrative support to the President & CEO.

Sector Learning & Professional Development (5%)

- Engage in individual and team learning, building familiarity with the philanthropic and nonprofit sector.
- With the supervisor, identify and pursue meaningful professional development aligned with the role and personal growth.

Qualifications, Skills & Attitude

Required

- Prior experience in office administration, customer service, program or event coordination, or a related area.
- Enthusiasm for PhilMO's mission, vision, and values, and interest in strengthening Missouri's philanthropic sector.
- Energy to contribute to a collaborative, lean team building on 50+ years of history toward a statewide membership.
- Excellent organizational skills, attention to detail, and accurate record-keeping.
- Strong professional written and verbal communication skills.
- Strong time-management skills and the ability to juggle multiple tasks and deadlines, navigating the unexpected with composure.
- Comfort with everyday workplace technology and a willingness to learn new platforms (Google Workspace, Egnyte, SurveyMonkey, MailChimp, and a CRM, among other tools).
- Ability to work tasks independently and arrive at solutions after initial direction.

- Sound judgement, discretion, and respect for confidentiality.
- Interest in diversity, equity, and cultivating belonging across identities, beliefs, and lived experiences.

Preferred

- Interest in or exposure to grantmakers, nonprofits, or organizations serving the social sector.
- Curiosity and passion for learning, with a growth mindset.
- Willingness to travel locally and occasionally statewide, with notice, to support programs and team development. Access to reliable personal transportation and valid driver's license preferred.
- Associate's or Bachelor's degree, or an equivalent combination of education and work or lived experience.

Compensation & Benefits

- **Salary:** \$42,900–\$48,750 (\$23–25/hour) negotiable within range based on experience.
- **Flexibility in Work Schedule & Location.** Generally, the PhilMO team works when and where they are most productive. We support hybrid schedules and maintain a physical workspace at the Delmar DivINe. We ask employees to work at least 51% of the time in Missouri.
- **Holidays & Time Off.** All team members qualify for at least 15 paid holidays and paid time off (PTO). Full-time PTO begins at 15 days annually.
- **Professional Development.** As a learning organization, we invest in the development of each employee. All team members are expected to engage in — and may propose — team and individual learning opportunities.
- **Community Engagement.** Paid time is allocated for team members to serve in community-facing volunteer capacities. Service is optional and self-directed; it must align with PhilMO values and nonprofit status (e.g., partisan political work is not eligible).
- **Travel & Expenses.** Pre-approved work-related expenses, including travel and technology equipment, will be directly paid or reimbursed.
- **Retirement.** 3% of salary contributed by PhilMO into a retirement account annually (optional employee contribution).
- **Insurance.** 100% health, dental, vision, life, short-term, and long-term disability insurance premium coverage for the full-time employee; coverage for dependents may be purchased.

Commitment to Inclusion

PhilMO actively cultivates an inclusive environment where team members of varied identities and backgrounds will thrive. We lead by modeling our belief that philanthropy and PIOs are most effective when our staff and leadership reflect the rich diversity of our communities. PhilMO is an Equal Opportunity Employer. We maintain a policy to receive reasonable accommodation requests regarding particular job functions or work environment.

Working Conditions

This role blends focused administrative work with collaborative, Member-facing coordination. The Associate should be able to work at a computer for extended periods, communicate clearly across phone, video, and in person, and occasionally lift up to 20 pounds (with or without reasonable assistance) when supporting events.

Timeline & Process to Apply

Application Deadline: Sunday, July 26, 2026

Application Instructions:

Please visit our [Career page](#) and apply via online portal. Be prepared to upload a resume (PDF), share your contact information, and provide written responses to these questions:

1. *What is your comfort level and proficiency with organizational technology and software?*
2. *What is your approach to juggling competing priorities and staying organized?*
3. *What are three things we should know about you?*

Please use the space you need to clearly communicate your answers; we anticipate responses will be approximately 100-400 words. We urge you to write your own responses: your natural answer is most useful to our process.

PhilMO is committed to a transparent and respectful hiring process. Candidates invited to interview will receive information about the process and what questions to expect. **If you experience difficulty accessing the application portal or have questions not answered in this job description, please contact info@philmo.org.**