



The FundCoach, LLC

Please Note: This job is being posted on behalf of The FundCoach, LLC (<https://www.thefundcoach.com/>) by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

The FundCoach is an interactive partnership that helps clients identify areas of strength and improvement so that they understand what is getting in their way of raising money for their organization.

At The FundCoach the mission is to help nonprofit leaders gain the skill and confidence to secure high-net-worth individuals through the Relationship Fundraising Method, and they live by our core values of:

- Demonstrate accountability
- Lead with integrity
- Caring deeply about the client's experience

We are looking for a client service-driven assistant with strong communication skills and attention to detail. The successful candidate will have an intuitive nature for anticipating needs and will have exceptional follow-through.

You will be assisting with a variety of onboarding tasks for new clients and will be creating and posting social media content.

Technical skills you must know or come ready to learn: (Training will be provided for all the tools)

- Google Workspace
- Wix

- Hubspot
- Slack
- Canva

Position Details

- This is a part-time (15-20 hr/wk) 1099 position and could grow to more hours with the right person.
- Hours will primarily be Mon - Fri 9 am - 12 pm EST, but has the ability for flexibility
- The pay rate for this position is \$22/hr.
- We're looking for someone to become a long-term (3+ years) partner.

How to Apply:

Email: jobs@greatassistant.com (Please do not contact The FundCoach directly. Doing so will disqualify you for the position.)

In the subject line, please write, "Hi, I'm (your name) from (insert your city & state). I'm interested in The FundCoach position."

In the body of the message, please write a 12-sentence email including:

- Two sentence opening salutation that says: "Hi there. I'm (your name) from (city, state)."
- Paragraph #1: Reason(s) why you think this job is a great fit for you, including your experience with onboarding clients. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 3 sentences)
- Paragraph #3: Your availability in EST. What do you see yourself doing in three years, if you are/are not currently working, and when you would be able to start your new position. (black font, Verdana, 3 sentences)

One sentence closing providing the following:

- a closing salutation including your name, email address, and phone number

Be sure to attach a resume. Thanks!