

DRINKER BIDDLE & REATH LLP
PROJECT COORDINATOR
JOB POSTING

JOB TITLE: Project Coordinator	STATUS: Non-Exempt
REPORTS TO: Donor Services Operations Manager	LOCATION: New York, NY
<p>SUMMARY: We have an immediate opening for a Project Coordinator to join our team! The Project Coordinator will provide support to the Donor Services team on daily assignments and ongoing projects related to charitable giving and philanthropic organizations.</p> <p>It is essential that this person be a self-starter and able to work well both in a team environment as well as independently. This role is expected to be a substantive contributor to the outcomes described and must ensure that client service and client satisfaction are attained in all areas. In addition, in accordance with the firm's Client Service Initiatives, the Project Coordinator must display good judgment and effective interpersonal communications on a consistent basis. Confidentiality and discretion are also required consistently.</p>	
<p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Assist in compiling and preparing documents for registration filings and corporate mailings. • Retrieve file materials and information promptly and completely upon request of the Donor Services Operations Manager. • Perform data entry of various documents (i.e., Excel, Word, FileSite, LegalKey, etc.). • Generate various reports as requested. • Prepare and distribute documents and incoming materials to Donor Services staff. • Assist the Donor Services Coordinators in maintaining the organization of all files and content. • Set up new files in accordance with procedures for registrations/charitable organizations. • Handle file close-outs. • Special duties and projects as assigned. <p><i>The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p>	
<p>KNOWLEDGE, SKILLS & ABILITIES:</p> <ul style="list-style-type: none"> • Strong Microsoft Office Skills (specifically Outlook and Word). • Excellent organizational skills with strong attention to detail. • Excellent verbal and written communication skills including clear and concise telephone and email etiquette. • Is consistent with using written communication that is technically sound, grammatically correct and without typographical errors. • Strong proofreading skills. • Ability to take initiative and be proactive. • Possess strong interpersonal skills with ability to build strong relationships. • Ability to multi-task and prioritize work from multiple people simultaneously and successfully, many with tight deadlines. • Able to follow instructions accurately and keep others informed of progress. • Accepts ownership of projects and is successful in driving projects, as well as daily tasks, to a successful conclusion. • Proven experience in consistently meeting daily, weekly and monthly deadlines. • Ability to adjust and adapt quickly to changing situations. • Ability to work with detailed information accurately and efficiently. • Able to maintain confidentiality. • Ability to interact with people in a manner which shows sensitivity, tact and professionalism. • Able to work well independently as well as in a team environment. • Must quickly grasp the goals, service, culture and strategy of both the department and the firm overall. • Must conduct him/herself professionally in appearance and actions; must set a positive example for all 	

personnel.

- Ability to interact with people in a manner that shows sensitivity, tact, and professionalism.
- Respects people's differences in background, culture and perspective.
- Adaptable to change, open to new ideas, open to taking on new responsibilities and can adjust plans to meet changing needs.
- Flexible and dependable, including the ability to work overtime as needed.
- Client Service driven.
- Adhere to and serves as a role model for the firm's Client Service Standards.
- Must conduct him/herself professionally in appearance and actions.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Diploma required.
- College degree is not required but is considered a plus.
- Previous administrative work experience, ideally in a professional services field.
- Proficient with the Microsoft Office Outlook and Word programs.
- Excellent communication (oral and written), organization and time management skills.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

HOW TO APPLY: Interested candidates should send a resume and cover letter, including salary expectations, to human.resources@dbr.com and reference "**Project Coordinator**" in the subject line. *Incomplete applications will not be considered.*