



POSITION ANNOUNCEMENT

Title: Executive Assistant/Office Manager
Area: Administration
Reports to: Chief Financial and Administrative Officer
Status: Salaried, fulltime, exempt
Date: March 2020

THE FOUNDATION:

The Coleman Foundation, Inc. is a private grant-making foundation established in 1951. The Foundation supports organizations that work in three areas of focus: entrepreneurship, cancer care and health rehabilitation services, developmental disability service organizations in the Chicago metropolitan area. The current endowment is nearly \$190 million and in 2019, the Foundation made 166 grant payments totaling \$8.5 million. \$60 million in grants were awarded in the last 10 years. To learn more about the Foundation, visit the website at www.ColemanFoundation.org.

POSITION PURPOSE:

The Coleman Foundation seeks a highly motivated, resourceful self-starter to join its small staff to provide administrative, operational, and process support. This new position will provide support to the President, Chief Financial & Administrative Officer, Senior Program Officers, Grants Manager and Chairman of the Board of Directors. Responsibilities include general administrative support, accounts payable/accounting support, technology support, social media work, and assistance with the preparation and communication of materials to the Foundation's Board of Directors.

PRINCIPAL RESPONSIBILITIES:

Events and Meeting Coordination (25% of the position)

- Participate in the planning of Foundation events and meetings with other staff
- Serve as lead coordinator for events and meetings, managing logistics and execution. Prepare meeting materials with staff, coordinate catering, set-up and clean-up of meeting space and food, draft correspondence, record RSVPs, record minutes when appropriate, set-up A/V when required. Serve as coordinator for the quarterly or other special Board meeting materials and presentations, both printed and electronic
- Manage organizational-wide and individual calendars. Make appointments and coordinate schedules for internal and external meetings
- Arrange travel for staff and board members, including flights, lodging, transportation, and expense reports

Administrative Support (25% of the position)

- Promote a positive organizational culture, setting an example for others by modeling a collaborative, communicative working style
- Identify best practices in nonprofit/foundation administrative and operational systems with an eye toward future needs
- Provide administrative support for all Board communications, including posting information to the Board portal, answering Board member questions and providing requested information
- Provide administrative support to the President
- Provide staff support for the board nominations and onboarding process

Office Management

- Staff the front desk including welcoming guests. Distribute mail. Serve as primary phone and reception contact for the office ensuring quality customer service among external contacts and staff

- Manage the office's supplies – maintain adequate amounts, ordering as needed and organize
- Draft correspondence, mail merges, labels, photocopying, filing
- Update and maintain vendor contracts and Foundation memberships
- Serve as the main contact for the building management

Accounting and HR Support (25% of the position)

- Execute the accounts payable function, including a weekly check run, that requires attention to detail, accuracy, supporting documentation and approvals utilizing QuickBooks
- Maintain vendor files and required tax forms
- Administer the matching gifts program
- Assist with the annual audit
- Assist with payroll– transit deductions/payments
- Maintain attendance and leave/vacation calendar

Social Media Communications and Website (20% of the position)

- Develop drafts of blog and other announcements for website and third parties
- Maintain the Foundation's website, including timely updates of grant-making announcements and procedures
- Work with staff and/or consultant to develop a communications strategy. Take the lead on implementing social media strategy to increase online presence as appropriate with strong alignment to Foundation principles
- Manage and oversee social media content and recommend appropriate social media marketing tools. Stay up to date with the latest social media best practices and technologies

Technology Support (5% of the position)

- Research , recommend, and implement improvements to the technology systems, software systems, and filing systems
- Manage the coordination of phone and internet services and vendors for the organization, ensuring the smooth integration of these technologies
- Manage the outsourced IT support providers
- Serve as a first line help desk support to colleagues to trouble shoot hardware and software issues and advance new technological efficiencies, sending advanced technical problems to the Foundation's outsourced IT support
- Manage hardware/software – purchase/schedule installation of new equipment or software; manage repairs and maintenance including server, laptops, photocopier, mail machine, printers
- Provide/arrange technology training to colleagues, as needed

Other

- Serve as a representative of the Foundation to grantees and external partners
- Attend and actively participate in staff and board meetings and other educational programs when directed
- Maintain confidentiality of information, materials, and issues
- Conduct special projects and other duties assigned.

Work Environment

- This position operates primarily in a professional office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible
- This role routinely uses standard office equipment. While performing the duties of this job, the employee is regularly required to talk or hear and read a computer monitor. The employee must lift and/or move objects up to 25 pounds
- This is a full-time position normally requiring attendance from 9am -5pm, Monday through Friday
- This workplace is a smoke- and drug-free environment
- Coleman Foundation is an Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

Qualifications

- Five years of previous administrative experience, nonprofit or philanthropy sectors preferred
- Knowledge of how nonprofits work
- Previous experience managing logistics and meetings
- Previous experience working with a Board of Directors
- Previous experience posting content on websites and using social media in a professional setting. Experience using WordPress helpful
- Advanced Microsoft Office Suite skills (including Word, Excel and PowerPoint). Familiarity with Adobe Acrobat
- Previous experience working with databases: data entry, running customized queries and producing customized reports
- Previous QuickBooks experience a plus
- Works well with a team and independently; has exemplary organizational skills with the ability to multi-task, respond to changing priorities and meet deadlines; has superior interpersonal skills, high self-awareness, and sound judgment. Ability to function and interact in a professional level capacity
- Solid planning and organizational skills with high attention to detail, accuracy, protocol and deadlines.
- Excellent writing ability that is clear and concise
- Ability to take initiative and develop solutions quickly and effectively
- Excellent communication, interpersonal, diplomacy, and customer service skills
- The ability to interact with a wide and diverse population
- High level of flexibility and responsiveness with the ability to shift priorities quickly and as organizational demands require. Ability to understand organizational culture and change.

Compensation

- Salary is in the \$60,000-\$70,000 range, based on experience. Excellent employee benefits.

Application Process

- Interested applicants should email a cover letter, articulating how their skills and experience meet the responsibilities noted above, their salary range requirement, where they learned of the open position, and a resume to search@Colemanfoundation.org. Subject line should read: *Your Name*
- No phone calls please
- The Foundation seeks to fill this position as soon as possible.