

THE COLLINS FOUNDATION  
POSITION DESCRIPTION  
Executive Office Administrator

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[Non-Exempt, full-time (37.5 hours per week)]

The Collins Foundation (TCF), a private, independent foundation with seventy years of service in Oregon, seeks a full-time Executive Office Administrator who will join a small team of staff and board members dedicated to the mission and work of the Foundation.

The Collins Foundation supports Oregon nonprofit organizations, both rural and urban, that are dedicated to improving quality of life and well-being for the people in their communities. A committed Board of Trustees comprised primarily of family, along with community members and staff, works collaboratively to make grants that further the Foundation's mission and goals. As a funder and partner, the Foundation is committed to the pursuit of equity, both in how we allocate resources across Oregon's diverse communities and how we shape our internal structures.

TCF is an equal opportunity employer committed to creating a work environment that values the cultural and personal perspectives afforded by individual life experiences. The Foundation is a welcoming environment that values diversity, equity, and inclusion both within the organization and in its grant-making. We encourage applicants from diverse backgrounds and seek to hire qualified staff reflecting the diversity of the communities we serve.

### Position Overview

The Executive Office Administrator reports to the Chief Executive Officer and provides ongoing support to the CEO and Director of Programs. The Administrator also manages the office, which includes answering telephones, welcoming guests, conducting intake for grant applications, scheduling and coordinating meetings, handling correspondence, and managing the filing system.

This is a full-time position requiring 37.5 hours per week. Current office hours are 8:30 am to 5:00 pm, Monday through Friday.

## PRIMARY DUTIES AND RESPONSIBILITIES

### Daily responsibilities:

- Provide ongoing assistance to the CEO, including calendar management
- Welcome visitors, answer telephones, and route calls accordingly
- Open, sort, and distribute mail
- Draft, prepare, and mail outgoing correspondence for the CEO
- Provide guidance on accessing the Foundation's application process
- File correspondence and pertinent records

### Bimonthly responsibilities:

- Letter of Inquiry (LOI) and grant application intake:
  - Respond to process questions from potential applicants
  - Check LOIs and final applications for completeness, verify 501 (c) (3) status of each applicant, and follow up as needed
  - Notify LOI applicants of their status after staff review and decisions
- Trustee Meetings:
  - Prepare and distribute meeting announcements, board packets, and minutes of previous board meeting to trustees and staff
  - Select caterer, order lunches, and ensure their delivery and/or service
  - Enter all trustee decisions and grant actions into grants management system
  - Prepare and mail decline letters in cooperation with other staff
  - Mail grant award letters, payments, and grant agreements and maintain files for grantees
  - Ensure the receipt of grant agreements from grantees and follow up as needed
  - Document and file grant agreements and correspondence
  - File minutes and meeting documents

#### Ongoing responsibilities:

- Oversee maintenance of office equipment
- Order and monitor office supplies
- Provide assistance to the Director of Programs, as needed
- Assist CEO and Director of Programs with special projects

#### PREFERRED INTERESTS & ATTRIBUTES

- ✓ Personal interest in joining a diverse, inclusive, and welcoming environment that places a high value on equity
- ✓ Commitment to fostering a positive workplace culture of collaboration and respect
- ✓ Guided by a strong work ethic, with high standards of accountability
- ✓ Interest in joining and contributing to a mission-oriented organization

#### COMPETENCIES AND SKILLS

- ✓ Five years administrative support experience, preferably in a nonprofit or foundation setting
- ✓ Bachelor's degree or combination of education and nonprofit experience
- ✓ Advanced computer skills using Microsoft Office Professional suite
- ✓ Exceptional communication skills, both written and oral
- ✓ Excellent organizational skills
- ✓ Ability to:
  - manage multiple tasks simultaneously
  - meet deadlines
  - work independently
  - think creatively and analytically
  - implement effective workflow processes and procedures
  - work effectively in an atmosphere that recognizes and respects cultural and individual differences

#### Physical Demands

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and make use of a computer/monitor and or keyboard for extended periods of time. The employee is frequently required to talk, hear, and stand or walk, as needed. Specific vision abilities required by this job include close vision and ability to focus on printed material.

#### Compensation/Benefits

Starting salary range is \$50,000 to \$55,000. Compensation will be commensurate with experience and comes with a benefits package that includes medical, dental, and vision insurance, as well as retirement benefits.

#### How to apply

Submit letter of interest and resume to: [information@collinsfoundation.org](mailto:information@collinsfoundation.org).

Subject line should read Executive Office Administrator. All applications will be held in strict confidence. Applications received by Wednesday, March 14, 2018, will receive priority consideration. The successful candidate will be selected in spring 2018. No phone calls please. For more information about The Collins Foundation, visit [www.collinsfoundation.org](http://www.collinsfoundation.org).