

THE COLLINS FOUNDATION
POSITION DESCRIPTION
Executive & Finance Office Administrator

[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 & Finance 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 & Finance Office Administrator reports to the Chief Executive Officer and provides ongoing support to the CEO and Chief Financial Officer. The Administrator provides ongoing assistance to the CEO and CFO including calendar management, working closely to anticipate and support upcoming commitments, staff and community engagement. The Administrator also provides ongoing support to the organization needs for filing, correspondence, document retention, scanning, and other administrative duties as needed.

This is a full-time position requiring 37.5 hours per week. Current office hours are 9:00 am to 5:00 pm, Monday through Friday. Due to the nature of the position, the Executive &

Finance Office Administrator is required to work in the office a minimum of three days per week. These conditions may change to ensure the health and safety of the employee.

PRIMARY DUTIES AND RESPONSIBILITIES

Executive Support

- Provide ongoing assistance to the CEO and CFO, including calendar management
- Prepare outgoing correspondence for the CEO and CFO
- Assist in preparing presentations and reports
- Research, collect and analyze information relevant to foundation needs
- Coordinate board, subcommittee and staff meeting logistics to include scheduling, preparation and distribution of agendas, meeting materials and board packets, technology and catering service arrangements
- Support preparation of board and subcommittee meeting minutes and maintain accurate board meeting records
- Support strategic planning implementation and process improvement projects
- Assist with recruitment activities and onboarding of new staff and trustees
- Coordinate travel arrangements and expense reports
- Support and maintain a document management system to file correspondence and pertinent records
- Scan historical paper documents for archival in document management system
- Plan, coordinate and execute all-staff events including location selection, catering, presentation materials and transportation.
- Provide similar assistance to the Leadership Team with coordination of events, convenings, and other catering needs.

Finance Support

- Assist with the Month End Close process, including downloading applicable documents, communicating with the finance team, and maintaining files and organization of investment and bank statements.
- Completing administrative tasks as part of account payables processing, including weekly processing of invoices.
- Prepare for and assists with annual audit and tax return as needed

Office Administration

- Welcome visitors, answer telephones, and route calls accordingly
- Maintain and administer the GoTo Connect phone system.
- Open, sort, and distribute mail

- Plan for, direct, and coordinate equipment upgrades/repairs/maintenance, including office machinery and furniture and ensures that any building, equipment or property damage repairs are addressed promptly and efficiently.
- Order and monitor office supplies for the entire organization, including beverage services (water/coffee)
- Coordinate Foundation memberships and event registrations
- Support routine communications to employees and trustees as needed
- Lead and coordinate with information technology vendor as needed to support functional IT infrastructure organization-wide
- Manage website maintenance and updates
- Manage building access for staff, trustees and visitors, including parking and bus pass acquisition
- Act as liaison with the property manager for oversight of building cleaning and maintenance, security, equipment contracts and required reporting and inspections.

Grantmaking Support

- Back up support to Program Assistant as needed during intake for grant applications
- Support data entry and processing of specific grants under CEO purview
- Coordinate with GM and DOP to finalize documents related to grant recommendations in preparation for trustee meetings.
- Assist entering grant payments into Fluxx timely and accurately

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
- Strong and tactful communicator, both internally and externally
- Strong skills in customer service/working with the general public
- Guided by a strong work ethic, with high standards of accountability, systems thinking, and timeliness with ability to review for reasonableness
- Comfortable with technology and communicating issues to third parties for assistance
- Enjoys researching and assimilating information systematically with appropriate input
- Interest in joining and contributing to a mission-oriented organization with strong community engagement and racial and social justice values

COMPETENCIES AND SKILLS

- Five years administrative support experience
- Proficiency using Microsoft Office (including Word, Excel, Teams) and Google Suite including mid skill level with PowerPoint and ability to create or learn how to develop surveys (Are we going to continue in google suite or will we be using Microsoft or both for a time period?)
- Proficiency with online meeting/webinar platforms (Zoom, Google Meet, Microsoft Teams)
- Basic database skills
- Website management and updates
- Exceptional communication skills, both written and oral
- Strong attention to detail
- Demonstrated commitment and adherence to confidentiality
- 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

Hybrid Work Conditions

Due to the nature of the position, the EFOA is required to work in the office a minimum of 3 days per week. These conditions may change to ensure the health and safety of the employee.

Physical Demands

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.

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.

Compensation/Benefits

Starting salary range is \$59,000 to \$67,000. Compensation will be commensurate with experience and comes with a benefits package that includes medical, dental, and vision insurance, generous paid time off, employee donation matching program and retirement benefits.

How to apply

Submit letter of interest and resume to: information@collinsfoundation.org.

Subject line should read Executive and Finance Office Administrator. All applications will be held in strict confidence. Applications received by Friday, July 21, 2022, will receive priority consideration. The successful candidate will be selected in late Summer 2022. No phone calls please. For more information about The Collins Foundation, visit www.collinsfoundation.org.