



JOB ANNOUNCEMENT:

Development & Operations Associate

Are you eager to put your skills to work for a prominent, rapidly growing philanthropic foundation with high-impact programs dedicated to preventing and mitigating childhood trauma? Do you want to work in a supportive environment with team-oriented colleagues who care about your personal development and share a passion for making the world a better place?

Founded in 1985, NW Children's Foundation (NWCF) is a public foundation based in Seattle, Washington. Our outreach, events and grantmaking focus on prevention, intervention and treatment programs aimed at ending the intergenerational cycle of child maltreatment and helping children and families to thrive. Our grants support a range of high-performing nonprofits and our education and policy events bring leaders together to facilitate collaboration and improve child outcomes. NWCF is committed to Equity, Diversity and Inclusion (EDI) principles and is focused on ensuring that this is reflected in all our work.

- NWCF's educational outreach and convening work is growing annually. This year's virtual NWCF Forum featured five speakers and had an audience of over 1,200 from across the country and beyond.
- We invest approximately \$1M per year in grants to 65-75 child-serving direct-service agency partners. Our model is drawn from principles of [Trust-Based Philanthropy](#); our process is highly collaborative and participatory.

NWCF is seeking a motivated team player and administrative rock star to partner with our current Development and Operations Associate to keep NWCF's office, databases and activities humming along, efficiently and smoothly. A successful candidate will have great organizational and people skills and be able to work independently while thriving in a collaborative environment. We are a small office (six employees and growing), and therefore all staff members are doers and collaborators. This highly effective individual will be half of our core in-office administrative staff, will work with and support the work of other team members, and will report to the Chief Operating Officer.

We recognize that NWCF's mission can only be fulfilled by putting racial equity and social justice at the center of every aspect of our work. NWCF is actively seeking to diversify its staff and board, and strongly encourages applications from persons of color, members of LGBTQ+ communities, and people with other diverse backgrounds and lived experiences. NWCF is an Equal Opportunity Employer, and is dedicated to fostering a dynamic environment that values inclusion, equity, and respect.

Administrative Staff Responsibilities

1. Function as the administrative hub and office manager of the organization

- Serve as the receptionist for NWCF, receiving and routing calls and inquiries, scheduling appointments and meetings, greeting guests.
- Maintain physical office space for maximum functionality and efficiency, and to present a professional and welcoming front to visitors and employees.

- Maintain business files and records; organize and file correspondence, meeting minutes, financial records, purchase orders, grant files and other documents.
- Manage and maintain NWCF's donor, event and grantmaking databases.
- Produce documents, reports, and correspondence as needed.
- Assist with printing and distribution of communication and marketing materials.
- Perform other administrative and support functions as directed.

2. Support staff members and board

- Handle meeting logistics as needed (including calendaring, room scheduling, distributing meeting packets, tracking attendance, taking notes, etc.). Will include some evening meetings (average of 1-2 per month; varies throughout year).
- Provide administrative and planning support for Gala, Forum and other events, including processing RSVPs and event-related gifts and executing ad hoc tasks as assigned.
- Provide administrative support for grantmaking.
- Represent the organization on the phone and at public events as needed.
- Preserve and protect the time and attention of executive staff.
- Other duties as assigned.

3. Process gifts and provide donor relations support

- Responsible for donor data entry, donor acknowledgements, reporting, and tracking of gifts and grants.
- Assure donor database information is accurate; work with business staff to reconcile gift accounting; prepare deposits and transactions and support related financial processes.

Qualifications

- Exceptional organization, interpersonal and teamwork skills
- Outstanding written, listening, and verbal communication skills
- Excellent computer skills and facility with MS Office applications and databases
- Resourcefulness, creativity, and problem-solving skills
- Attention to detail and accuracy
- Demonstrated personal integrity and ability to handle confidential information
- Ability to manage multiple, time-sensitive projects in a fast-paced environment
- A minimum of two years administrative or clerical experience
- Nonprofit experience preferred
- Experience supporting Executive staff

Salary and Benefits:

- \$48-50K annual salary (depending on experience and qualifications)
- Medical, dental, vision and life insurance benefits

- 11 Federal Holidays and 15 paid time-off days per year

To Apply:

Email office@nwcf.org with a resume and cover letter, addressing how your background/experience qualifies you to perform the responsibilities described in this announcement.

Priority will be given to applications received by July 22, 2022.

Position is open until filled. No telephone inquiries please.