

GOLDSEKER FOUNDATION

Position Description: *Administrative Assistant/Office Manager*

Opportunity: The Goldseker Foundation is seeking an Administrative Assistant/Office Manager to join our team. (The final position title will be determined in consultation with the selected candidate.) While the position has traditionally been filled by an individual working on a full-time basis, the foundation will consider candidates interested in serving in either full or part-time capacities with responsibilities and duties ultimately adjusted according to the experiences, skills, and interests of the selected candidate(s). Working collaboratively with the Foundation's President/CEO, Program Officer, and part-time Comptroller, the Administrative Assistant/Office Manager performs a variety of important office and grants management duties, including:

Board of Directors and Investment Committee Relations

- Liaison with Directors and Committee members
- Arrange meeting dates and logistics
- Compile, prepare, distribute meeting dockets and materials

Grants Management

- Manage the complete grant cycle (from application to final reporting) using Blackbaud grants management software, including input of proposals, interim and post reporting, and tracking of grantee compliance with Foundation and regulatory requirements
- Monitor and update the annual grant budget
- Process grant payments
- Draft correspondence and grants contracts

Office and Facilities Management

- Oversee records management functions
- Manage office scheduling functions
- Coordinate maintenance of office equipment and technology
- Process office expenses
- Maintain petty cash, postage funds, and office supplies

External Relations

- Assist in planning, editing, and publishing the Foundation's annual report
- Maintain databases
- Update the Foundation website and social media accounts as needed to accurately and effectively convey grant, research, and investment-related content

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Skills/Attributes Required: As the Foundation typically operates with just three staff members, it is especially important the Administrative Assistant/Office Manager be able to work productively to manage many areas of responsibility and execute a wide variety of tasks. Adaptability and collegiality are vitally important traits to be successful in the Foundation's nonbureaucratic work environment. The successful candidate must possess strong written and oral communications skills and functional proficiency with information technology (i.e., Microsoft Office Suite and databases). Exceptional interpersonal skills, particularly an ease of manner, capacity for attentive listening, and a sense of humor are especially helpful given the variety of constituencies with which the Administrative Assistant/Office Manager will regularly interact. Knowledge of Baltimore City strongly preferred.

Compensation and Benefits: The Foundation offers competitive salaries with annual reviews and generous paid time off, health, and retirement benefits. The Foundation provides free on-site parking.

Inquiries: Interested parties should send a cover letter and resume to: employment@goldsekerfoundation.org. Please no mail, telephone, or in-person inquiries.

About the Goldseker Foundation: Since an original bequest of \$11 million from the estate of Morris Goldseker in 1975, the Goldseker Foundation has granted over \$100 million to approximately 600 nonprofit organizations and projects in the Baltimore metropolitan area. Though the focus of the Foundation's grantmaking has evolved over time, in all of its grantmaking the Foundation has sought to honor Mr. Goldseker's wish that the Foundation serve the Baltimore community by investing in its institutions and people. Today, the Goldseker Foundation works in partnership with the city's civic leadership, a well-established nonprofit sector, and a growing community of entrepreneurs to serve the Baltimore community, through grantmaking primarily in the areas of community development, education, and nonprofit organizational development. Looking forward, the foundation is exploring opportunities to grow our portfolio of program related investments. Members of the Goldseker family continue to serve on the board of directors, along with independent directors and the input of an advisory committee comprised of the presidents of three of Baltimore's leading institutions.