



## Office Administrator

### Position Description

For over 25 years, the Satterberg Foundation has worked to strengthen our communities by promoting a just society and a sustainable environment; doing this work deepens the interconnection of our family. The Satterberg Foundation is a family foundation headquartered in Seattle, Washington, making grants to Washington and California nonprofits. Over the past three years we have embarked on a new growth phase with annual grantmaking growing from \$600,000 to over \$20,000,000. We are looking for an Office Administrator that can help us build our internal infrastructure and create processes that help our relationships with nonprofits, community partners, and family members thrive.

### VISION

The Satterberg Foundation envisions a world in balance with vibrant communities in which all people enjoy the opportunity to grow and thrive. In order to thrive, individuals need a safe place to sleep at night, adequate food to eat, access to health care, access to education, and the opportunity for economic stability. We need to have our voices heard, and to have hope. A just society aims to ensure, through programs, or through advocacy and policy change, that all individuals have these elements in their lives. The Satterberg Foundation envisions a sustainable environment where humanity and the natural world are in balance, with each supporting the other. We express this balance by conserving and protecting natural resources, by avoiding practices and activities that pollute, and by educating and advocating for environmental stewardship.

### POSITION OVERVIEW

We are seeking a team player who will be responsible for the day-to-day office and administrative operations and systems. The Office Administrator will assure that the Satterberg Foundation office functions in an efficient and effective manner by facilitating and implementing office systems, purchasing supplies, managing technology needs, creating and maintaining administrative documents, planning and overseeing events and meetings, maintaining the website, and general administrative support to the Satterberg Foundation's staff, board, and family. S/he is solution-oriented and a self-starter who is inspired by the mission of the foundation and the opportunity to work in an open, collaborative culture. This position reports to the Executive Director.

## KEY CHARACTERISTICS

- Ideal candidates will reflect the family foundation's core values of Integrity, Community, Joy, Compassion, Respect and Responsibility.
- Commitment to growth mindset, collaborative leadership, learning organization philosophy.
- Humility, sense of humor, comfort with ambiguity, and servant leadership appropriate to representing a family and family foundation as well as the Satterberg Foundation 3rd mission priority of "family interconnection."
- Comfort with emergence, growth, and rapid change similar to a start-up.
- Willingness and comfort to engage with evolving and shifting portfolio of job duties.

## KEY RESPONSIBILITIES

- Organize and maintain the Satterberg Foundation's physical and electronic files, including all current working files and historical records.
- Retrieve files, documents, reports, etc. and assemble them for use by Satterberg Foundation staff, councils, committees, and external parties.
- Ensure that all necessary office supplies and equipment are ordered and stocked.
- Serve as internal liaison for the Satterberg Foundation's Technology Services Contractor, including planning visits, detailing tasks required, ensuring technology needs are met.
- Maintain schedules, assist with correspondence, and provide general administrative support, as necessary, to the Executive Director and other staff.
- Maintain and update all website and Board/Staff Portal content.
- Act as primary responder to external communications sent via the organization's website and to the general email boxes.
- Coordinate Satterberg Foundation meetings, including scheduling, booking travel, venue preparation, ordering meals and beverages, setting up phone conferencing and audiovisual equipment, and other general administrative requirements for meeting preparation.
- Act as staff support for all Satterberg Foundation events, board meetings, and committee meetings. Compile, copy, and email meeting materials to Satterberg Foundation staff, board and family members. Take and prepare minutes for review.
- Assist Executive Director with monthly expense reporting, processing invoices and credit card reconciliation
- Support the Grants Manager with internal grantmaking process, ensuring data accuracy, compliance and timely communication with current and prospective grantees, as needed.
- Answer phone line and process correspondence for office (letters, packages etc.)
- Other duties as assigned.

## QUALIFICATIONS

- Any combination of education and experience that provides the required knowledge, skills and abilities to perform the work.
- Excellent written and oral communications skills.
- Experience with website management and related applications.
- Organized and detail-oriented with attention to accuracy, deadlines and ability to prioritize.
- Keen analytical and critical thinking skills; an eye towards system improvements.
- Proficiency with Microsoft Office suite and website management systems.
- Strong customer service orientation, particularly when working with grantees, the Board, and Satterberg family members. Comfort to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- Ability to work in an open and collaborative work environment.
- Self-starter who is adaptable and comfortable taking chances and learning from mistakes.
- Results-oriented with the ability to set and follow realistic goals and objectives.
- Commitment to the Foundation's values, service and compassion.

*Satterberg Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, veteran status, and age. Employment is contingent upon the successful completion of a comprehensive background check.*

**LOCATION & COMPENSATION:** Position is based in Seattle, Washington and will occasionally require travel. Salary will be competitive and commensurate with experience.

**SUBMISSION DEADLINE: March 27, 2017**

Please send a resume and cover letter to [jobs@satterberg.org](mailto:jobs@satterberg.org). Subject line should include your last name and position title as "OM" (Example: Smith OM).