

THE ANGELL FOUNDATION

Job Description Program and Operations Assistant

The Angell Foundation is a grantmaking organization that builds upon the charitable promise of David and Lynn Angell by promoting and advancing high-impact programs in Southern California and New England that help people empower themselves.

The Program and Operations Assistant is responsible for the general administration of office operations of The Foundation in addition to supporting the Program staff in all grant and program related activities. Responsibilities include, but are not limited to, reception, administrative and clerical support; interfacing with grantees and grant-seekers; coordinating contributions and grant applications; and helping in the preparation of Board dockets and materials.

Office Administration

1. Administer and perform administrative and clerical functions.
2. Answer telephone, transfer calls, and greet visitors to the office.
3. Organize and coordinate on-site and off-site meetings and events for Foundation staff, Board and Advisory Committee members.
4. Track meeting and project expenses; prepare invoices, check requests and expense reports.
5. Compose, proofread and correct Foundation documents and correspondence.
6. Coordinates and is responsible for the maintenance and routine updates of the Foundation website.
7. Coordinate all materials for large mailings; work with staff to assemble mail lists for individual projects.
8. Procure and track office supplies and equipment.

Program Support and Coordination

1. Assists applicants and grantees by explaining routine grant procedures and reporting requirements.
2. Supports Program staff with grant processes such as sending formal proposal invitations, screening applicant materials, preparing grant screening materials, scheduling site visits, assisting in development of grant docket materials and grantee correspondence.
3. Support Program staff by assisting with program-related research and gathering information pertinent to the Foundation's grant-making strategy and corresponding activities.
4. Manages GIFTS database including entering data entry, tracking grant requirements, generating grant documents, auditing grant files, and generating ad hoc reports.
5. Create, organize and maintain Foundation and grant-related electronic and paper files.
6. Oversees the Foundation's contributions and/or small grants portfolio as directed.
7. Supports the President in preparation of key tax and financial reports.
8. Record, prepare and copy meeting minutes and materials.

Required Attributes and Experience:

The Angell Foundation expects the successful candidate to demonstrate his or her competency in the following areas:

- **Project Management:** Ability to successfully manage multiple projects with multiple deadlines and prepare deliverables on time and of high quality.
- **Communications:** Ability to communicate effectively in writing both in everyday business correspondence and for promotional communications. Ability to maintain confidentiality about Foundation interests when communicating with the public and nonprofit community. Must have a pleasant phone presence and be able to communicate effectively in person.
- **Customer Support:** Ability to provide friendly, prompt and appropriate responses to prospective applicants, grantees, Advisory and Board members and other stakeholders seeking information or assistance from The Angell Foundation.
- **Individual Initiative and Self-Management:** Ability to be a dependable self-starter and manage one's work assignments and responsibilities with minimal direct supervision. Must have a positive attitude in resolving problems and have strong work skills, commitment and a flexible attitude. Willingness to work

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collaboratively as a key member of a small team in an environment that values mutual understanding, learning and respect. Sense of humor, ability to be self-reflective and accept constructive feedback.

- **Administrative Expertise:** Ability to effectively meet the demands of a small office and have experience in Microsoft Office software (including mail merges and performing precise numerical calculations and functions in Excel). Ability to systematically organize and manage all office files, meeting and events and ensure efficient and effective office functions. Experience with website maintenance a plus.
- **Grants Management and Administration:** Ability to use and manage MicroEdge GIFTS to track all grant-related activities and extract special reports. Prior experience with grant proposal review and preparation is preferable.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions with minimal or no direction or supervision. Program Staff are routinely in the field and are not always readily accessible.

Desired Qualifications:

- Minimum of 3 years prior professional experience in a nonprofit or Foundation setting, preferably in a similar position.
- A Bachelor's degree is preferable, but an Associate's degree coupled with 5 or more years of philanthropic or nonprofit work experience is acceptable.
- Familiarity with the Southern California nonprofit and/or philanthropic community.
- Experience with Microsoft Office and MicroEdge GIFTS database is desired. Ability to conduct program-related research.

Application Process:

Please send all materials via email **ONLY** to jobs@angellfoundation.org by September 15, 2013. Please include **Program and Operations Assistant Application** in the subject line. Applicants that do not include all of these materials **will not** be considered. NO PHONE CALLS PLEASE. More information about The Angell Foundation can be found by visiting www.angellfoundation.org.

1. A one-page cover letter detailing why you are interested in working for The Angell Foundation. In the letter, please specify what skills, knowledge and experience you would bring to this position and how they match the responsibilities articulated in the job description.
2. A resume detailing work history, accomplishments, relevant experience and salary history.
3. A brief professional writing sample (report, memo, email message) that illustrates your ability to clearly and competently explain, describe or outline an issue and/or delineate next steps or recommendations for a specific project.