

**Position Announcement:  
Office Manager/Grants Administrator  
(15-20 hours/week)**

**Organization:**

The Brainerd Foundation is a Northwest-focused family foundation. Our mission is to provide funding and expertise so nonprofits, communities, and decision-makers can better protect our region's air, land, and water. The foundation has a small staff and is a very team-oriented work environment. We expect employees to embrace the values for which we stand, especially high performance, effective leadership, responsiveness, and humility. As employees, we embrace the highest standard of integrity and maturity; listen actively; value self-understanding; exhibit deep commitment; use good humor; and communicate effectively.

**Position Summary:**

Part-time Office Manager/Grants Administrator to serve as primary administrative staff for the foundation. The Brainerd Foundation is closing its doors at the end of 2020, and we expect this job would terminate at the end of 2019, possibly into 2020.

**Reports to:**

Co-Director

**Responsibilities:**

Office Management/Reception: Maintain accurate administrative files (electronic and paper), master calendar, and contacts database; oversee maintenance of office equipment; order necessary office supplies; oversee distribution of mail and petty cash; handle weekly computer back-ups; mail payables; and answer phones and oversee reception area. Serve as "conservation officer" to ensure operation of an environmentally friendly office.

Grants Administration: Coordinate inquiry and proposal process from the time an inquiry arrives, to when grants are approved and grant agreements are produced; hold regular meetings to review inquiry status with program officers; maintain and update grantmaking database; check IRS Web site for tax status of potential grantees; ensure new grant descriptions are uploaded to the website; act as liaison (between grantee and foundation) for grant application process, as needed; and maintain organizational binder with board minutes, articles of incorporation, tax letter, and bylaws.

Program Assistance: Organize logistics for foundation meetings, travel, and conference calls, especially for board meetings; oversee board docket preparation process with staff; assist with editing and proofreading documents; and support the communications manager with social media outreach.

Other: Perform other duties as assigned by Co-Directors.

### **Qualifications:**

- Strong verbal, written, and social marketing communication skills.
- Ability to work on multiple tasks simultaneously and to prioritize and follow up on urgent matters in a timely manner.
- Excellent analytical skills, accuracy, and attention to detail.
- Strong computer and business software application skills.
- Ability to work closely and effectively in a collaborative team environment and provide administrative support to other staff as needed.
- Ability to work independently with minimal supervision.

### **Compensation:**

Hourly at \$40,000 FTE, plus sick leave and paid vacation.

### **How to apply:**

Send a resume and cover letter to [info@brainerd.org](mailto:info@brainerd.org). Applications will be reviewed on a rolling basis, beginning January 2, 2018. Interviews will be scheduled for mid- to late January. No phone calls, please.

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The Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.