



## Cambridge Community Foundation Administrative Associate March 2024

### Position Overview

Cambridge Community Foundation is seeking an experienced and diligent *Administrative Associate* to oversee the schedule of the President, manage office operations, support the Chief of Staff in organizational initiatives, and maintain Foundation databases. The *Administrative Associate* is responsible for maintaining a strategic and balanced calendar for the President of the Foundation, providing daily critical office support, and assisting the Chief of Staff. The Administrative Assistant will be a key support as the Foundation implements its 5-year strategic plan, launched in October 2023.

The Administrative Associate is a five-day per week, full-time position based at the Foundation's office at 99 Bishop Allen Drive, Cambridge, MA. We are in the Central Square neighborhood and close to public transportation. The position will report directly to the Chief of Staff of Cambridge Community Foundation.

### Job Responsibilities Include

#### Executive Administration Support

- Manage/maintain the calendar of and arrange meetings for President.
- Oversee and organize the President's correspondence via email.
- Support the President and Chief of Staff in event scheduling and coordination (virtual and in-person) and manage event attendance.
- Be the first point of contact for external calls and emails, with a focus on those that pertain to the President.
- Handle information and small research requests as directed by the Chief of Staff or President.
- Support the President and Chief of Staff in project management for cross-departmental and organization-wide initiatives.
- Maintain organizational systems for the Foundation, including calendar of key milestones, digital and paper versions of board materials, and other organization-wide processes.

#### Office Support

- Oversee office operations, including monitoring and maintaining office supplies inventory, office maintenance, and Teams phone coverage.
- Manage and maintain an office calendar, schedule staff meetings. Open, sort, and distribute incoming correspondence via email and physical mail; manage outgoing mail when needed.
- Support the Finance and Operations in Team in coordinating with IT and internet vendors, and building management, to ensure maintenance of office equipment and office space.
- Provide additional capacity to the President and staff on a variety of levels when needed.

#### Database Management

- Collaborate with the Chief of Staff and Senior Management Team to design and maintain a cross-departmental database management protocol that allows the Foundation to best leverage all tools to work efficiently and effectively
- Manage data entry and maintenance for the President and Chief of Staff.
- Utilize the system to analyze and report data for the President and Chief of Staff.



## Experience and Required Skills

- A Bachelor's degree is preferred.
- At least 2 years of experience in assisting leadership roles or providing project management support.
- Strong organization, time-management, and project management skills.
- Excellent attention to detail and the ability to perform a substantial number of tasks independently.
- Ability to collaborate and communicate with team members and partners at all levels of the organization.
- Eagerness to reflect, learn, iterate, and receive feedback.
- Trustworthy and dependable, with the ability to work with confidential information and interact with external stakeholders.
- Advanced written and oral communication skills.
- A quick learner who will have to become familiar with the Foundation's systems.
- A team player comfortable with working in a fast-paced, growing organization that sometimes requires "all hands-on deck".
- A deep-rooted personal commitment to working in a diverse and inclusive work environment and fostering a positive workplace culture of collaboration and respect.
- Strong technology skills and comfort with digital platforms. Proficiency in the full suite of Microsoft Office 365 tools and Zoom is required. Familiarity with Adobe Creative Suite and workflow efficiency apps, and Foundant's C-Suite system, is a plus.

## Compensation and Benefits

This is a full-time, salaried position with full benefits including 3 weeks paid vacation plus 40 hours of sick time, subsidized Health and Dental insurance (75% covered by CCF), Vision/Life/Disability insurance (100% covered by CCF), and a 403(b) plan to which the Foundation has historically made an annual discretionary profit-sharing contribution. Compensation range is \$55,000 - \$60,000 commensurate with experience.

## To Apply

To apply, please submit a resume and a cover letter to [careers@cambridgecf.org](mailto:careers@cambridgecf.org). You may address cover letters to Elizabeth Patton, Chief of Staff.

## About the Foundation

The foundation of and for all of Cambridge, we aspire to make our community vibrant, just, and equitable. Established in 1916, the Cambridge Community Foundation supports the well-being of all of Cambridge through grantmaking to nonprofits, civic leadership, and philanthropic partnerships.

We are committed to thinking big and pursuing bold, innovative ideas to solve our city's most pressing problems. As a grant maker, we support 150+ local nonprofits annually. As a civic leader, we conduct research and initiate cross-city conversations and collaborations that lead to impactful change in the city. We serve as the philanthropic home for Cambridge, working with our donors and partners to address community needs.

Cambridge Community Foundation's goal is to foster an inclusive and empowering environment for all employees. The Foundation is an equal opportunity employer. We do not discriminate on the basis on race, religion, color, national origin, sex, gender identity, sexual orientation, age, veteran status, medical condition, status as an individual with a disability, or any other basis applicable by law.