JOB DESCRIPTION: **Foundation Business Manager/ Grants Coordinator**
Administrative Assistant

SUMMARY

Dynamic, energetic, efficient and organized, performs a variety of moderate to complex administrative tasks for foundation with little to no direct supervision. Work is generally of a critical and confidential nature. Duties include, but are not limited to:

- light bookkeeping duty with a commercially available software (Quick Books or similar)
- record and deposit incoming payments to the foundation
- management of mail – incoming and outgoing; has access to view and distribute all mail, including e-mail, received by foundation; respond, delete and prioritize as appropriate.
- process incoming mail (internal and external) ensuring timely and accurate distribution
- calendar management; schedule meetings as appropriate, utilizing Outlook
- plan meetings/coordinate scheduling, travel and meeting details, meeting set-up
- telephone coverage; screen incoming phone calls and respond as appropriate
- travel planning and related arrangements
- manage and organize contact information, i.e. mailing/e-mailing lists
- expense tracking and expense report preparation
- preparation of correspondence, reports and presentations
- compile periodic (i.e. weekly, monthly, as needed, etc.) updates, reports, etc.; if compiling information, follow up for timely submission
- record and deposit incoming payments to the foundation
- HR related duties: As required for supervision of part time help.
- maintenance of supplies
- miscellaneous duties as requested by Foundation Board

POSITION REQUIREMENTS

Minimum requires for this position include, but are not limited to:

- strong attention to detail and the ability to work in a fast-paced environment and execute multiple tasks
- highly organized and willing to adapt to changing needs; flexible
- possess strong computer skills with Word, Excel, PowerPoint, Outlook scheduling; ability to navigate web and email at a high competency knowledge; ability to format presentations and use applications as needed
- knowledge of applicable websites utilized for reporting, data gathering, etc.
- ability to work independently with little to no direct day-to-day supervision
- ability to interact with individuals at all levels of the organization
- problem solving skills

These are samples of the sorts of questions that may be asked of candidates during the first (private) round of interviews. These questions are intended to get to know a candidate. They are not intended to probe deeply into the candidates currently understanding of Leach Foundation. In the first interview, one wants to get a sense of the person, their approach, the scope of their experience and the potential for them to interact well with the Foundation.

1. Beginning with your education, please summarize your background for us as you believe it relates to the Foundation.
2. Describe your management experience and style.
3. Follow-up questions if not addressed:
    1. How would those who have worked with you describe you?
    2. How do you develop the full potential of staff?
    3. What has not worked?
4. What is your experience with building programs in the work of your institution?
5. Is there a particular approach you would use to involve the community and external constituencies?
6. How do you think about technology?
7. Please describe your experience with charitable organizations.
8. What is your experience in budgeting and finance?
9. How do you go about making decisions?
10. Describe your experience in working with a Board of Directors/volunteers.
11. Give us some ideas of how you would judge your own effectiveness as a leader.
12. If you were offered the position and accepted it, how would you spend the first few months?
13. What areas do you feel you need to develop or grow your skills?
14. Is there anything we haven't asked you that you'd like to share? Do you have any questions?

Sample Second Round Questions [edit]

These are examples of questions that are asked in the second (private) round of interviews:

1. What is your interest in this organization? What draws you to our issues above others? Given the many ways one can contribute in this arena, what appeals to you, in particular, about like the Leach Foundation?
2. How would you build the organization and processes to leverage the relationships, programs, and resources of the community?
3. Would you please describe the role you see the Executive Director playing in the marketing of Mozilla Foundation? How would you market this organization?
4. Think for a minute about building the Mozilla Foundation organization. What is your sense of what your team should look like to carry out the mission of Mozilla Foundation? What functions and skill sets do you envision having on your team? What would be your vision for the Executive Director position?
5. Would you tell us about a time when you have had success despite significant challenges? What specific contributions did you make to the success? What role did others play? What did you learn? How has the experience changed you as a leader?
6. Would you tell us about a time when things did not go well? How/When did you learn about the difficulties? What actions did you take? How did it turn out? What did you learn about yourself? What changes have you made to your management style, organization, and processes as a result of the experience? How would you apply that experience to your work at Mozilla Foundation?
7. What is your experience in budgeting and finance? Do you consider this an area of strength for you? Why/why not? If not, what would make you and us comfortable in dealing with this area? What size of budget?
8. Would you please describe your management style? Follow-up questions (if not addressed):
    1. How would your team you describe you? Supervisors? Peers? Subordinates?
    2. What would your biggest fans say about you?
    3. What would your detractors say about you?
    4. How do you develop the full potential of staff?
    5. What has and has not worked?
9. Please share an example of a difficult business decision you were faced with making. How did you approach the decision? What sort of analysis did you perform? What was the outcome, and the impact of your decision in terms of business, organization, and people?
10. Would you please tell us what your experience has been building an accountability and measurement system to reach goals and objectives? What elements would you include in building an accountability and measurement system for Mozilla Foundation?