

THE WYSS FOUNDATION

JOB DESCRIPTION

Position: Executive Assistant/Office Manager
Reports to: Chief Administrative Officer
Location: Washington, D.C.
FLSA Status: Exempt

OVERALL RESPONSIBILITIES:

The Wyss Foundation is a private, charitable foundation dedicated to supporting innovative, lasting solutions that improve lives, empower communities, and strengthen connections to the land.

The position will provide high level administrative support to the President and Vice President through maintaining calendars, scheduling meetings and arranging travel, assembling materials. Office management will include managing the office AR/AP processes, ordering supplies, handling vendor contracts, overseeing maintenance of office equipment, answering phones and greeting guests. The Executive Assistant/Office Manager will report to the Chief Administrative Officer, and work collaboratively with Foundation staff. The day-to-day work is self-directed, and will involve limited travel.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide administrative and executive support to President (schedule appointments, maintain calendar, organize meetings, arrange travel, prepare documents, etc.)
- Serve as point of contact for incoming inquiries from mail, email and phone
- Type and file outgoing correspondence and maintain correspondence files
- Compile, edit and coordinate bi-weekly updates to the Foundation chair
- Organize logistics and scheduling for Board meetings
- Assist in preparation of the Board book and Board materials as needed
- Coordinate staff meeting agendas, reminders and updates; ensure follow-ups
- Manage the office accounts receivable and accounts payable process
- Reconcile monthly multiple bank accounts and the Foundation business credit card statement
- Track and report on office budget
- Manage processes to collect staff timesheets and expense reports
- Order office supplies and maintain office inventory and upkeep
- Arrange for required maintenance and replacement of office equipment
- Provide minor technical support, maintenance and assistance as needed by foundation staff, including troubleshooting and liaising with vendors and IT support
- Understand grant software and serve as a back up to grants manager when necessary
- Other duties as required to support Foundation responsibilities

THE WYSS FOUNDATION

EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree and 3 years administrative experience, through increasingly responsible experience in executive level administrative support
- Nonprofit or foundation experience preferred
- Strong organization and communication skills, written and verbal
- Excellent grammar and proofreading skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Experience completing expense reports and drafting annual budgets
- Bookkeeping experience (Quickbooks, reconcile accounts, annual summary reports)
- Working knowledge of office machinery (PCs, printers, fax and copy machine, etc.)
- Familiarity with database maintenance
- Willing to accept changes in priorities and meet deadlines required
- Ability to work as part of a team
- Pleasant attitude, self-motivated, service-oriented approach
- Some travel

Qualified candidates should send a resume, and cover letter with salary history and desired salary to: HR@wyssfoundation.org. Only candidates who have been selected for an interview will be contacted.

Only candidates authorized to work in the U.S. without any restrictions need apply.

EOE M/F/D/V