

JOB ANNOUNCEMENT
ADMINISTRATIVE MANAGER
The Harder Foundation

The Harder Foundation is seeking a full time Administrative Manager to design and implement procedures for the efficient and effective management of The Harder Foundation's office, systems, and grantmaking operations, and to provide administrative support to staff and Trustees. The Harder Foundation (www.theharderfoundation.org) is a private, non-profit family foundation in Tacoma, Washington, that makes approximately \$1 million in grants annually to non-profit organizations working for conservation and environmental protection in Alaska, the Pacific Northwest, and Northern Rockies. The Foundation has four professional staff, and offices in Tacoma, Washington and Naples, Florida.

KEY DUTIES AND RESPONSIBILITIES

We are seeking an accomplished administrative professional with a positive attitude to support and advance the conservation goals of the Foundation. The tasks and duties include:

Administrative/Operations Manage day-to-day office and administrative systems and records; answer phones and process mail; maintain high functioning computer and telecommunications technology; manage technology vendors; maintain annual administrative calendar and operations manual.

Staff and Board of Trustees Support Keep track of senior staff schedules; make travel arrangements; assist with board meeting preparations, including board materials, meeting logistics, and record-keeping; respond to Trustee requests; other tasks as assigned by the Executive Director.

Financial Management In conjunction with the bookkeeper, prepare, post, and distribute accounts payable checks and payroll; reconcile accounts; prepare State and Federal wage /salary tax reports and assure compliance; file quarterly payroll forms and maintain payroll charts; make tax deposits; create and distribute financial reports to accountant, legal advisor, and senior staff; assist Executive Director and President with annual budget preparation.

Grantmaking Program Administration Process incoming grant-related inquiries, proposals, reports, and correspondence; enter and update data in the Foundation's grants management database, run queries, produce reports; maintain electronic and hard-copy records; review grant applications for IRS compliance; prepare and send grant agreement documents and checks.

QUALIFICATIONS

The successful candidate will be a highly motivated self-starter and have prior office management/administrative experience, as well as the following qualifications:

- Bachelor's degree or equivalent combination of education and work experience in areas of office and business management and administration, preferably in a non-profit organization
- High degree of competency with knowledge management and computer systems, including Microsoft Office (Outlook, Word, Access, Excel, etc.), Quickbooks accounting software, and simple website management software
- Financial management, budgeting, and bookkeeping knowledge and experience
- Excellent oral, written, and interpersonal communications skills
- Ability to take initiative, work independently, think creatively, solve problems, meet deadlines, complete tasks effectively, and take responsibility

- A strong work ethic, flexibility, sense of humor, grace under pressure, and an ability to work well with others in a collegial, team oriented environment
- Commitment to the core values and mission of the Foundation and its grantees

Competitive salary, depending on experience; vacation, leave and health benefits are pro-rated during the first year of an employment contract.

To apply: Send resume and cover letter to Human Resources, The Harder Foundation, 401 Broadway, Suite 303, Tacoma, WA 98402, or to jobs@theharderfoundation.org. No phone calls please. **Deadline for applications is September 4, 2009.**

***The Harder Foundation is an equal opportunity employer.
All qualified applicants are encouraged to apply.***