

THE CARL & ROBERTA DEUTSCH FOUNDATION

Administrative Assistant

Position Summary:

The mission of the Carl & Roberta Deutsch Foundation is to improve the quality of life of present and future generations by funding programs that empower people to reach their fullest potential, strengthen communities and promote the health of our society. The Foundation funds primarily in Los Angeles County.

The Foundation seeks a full-time Administrative Assistant to carry out a variety of administrative and program support activities related to the Foundation's grantmaking and general operations. The Administrative Assistant will be a positive ambassador, representing the values of the Foundation. The Foundation desires an individual who is a career administrative professional who enjoys providing support to fulfill the mission.

Although the Foundation is currently operating off-site due to the COVID-19 pandemic, this is an administrative position that works out of the Foundation's office in Santa Monica. This position is expected to be on-site once the Foundation office reopens.

Key Responsibilities:

- Provide general administrative office support.
- Support Foundation trustees and program staff with meeting preparation, scheduling, and documentation.
- Assist with planning and logistics of events, conferences, and retreats.
- Process office related invoices and expense payments.
- Coordinate and manage use of office support services, serving as liaison for technology, office supplies, and other vendors.
- Assist with travel arrangements of staff and trustees as needed.
- Manage administrative aspects of grantmaking by creating grant files, processing incoming grant applications, and drafting grantee correspondence. Ensure accuracy and quality of all documents.
- Coordinate production of meeting materials and other foundation communication pieces, such as docket books and agendas.
- Manage grantee requirements due, ensuring timely submission of reports and grant documents.
- Maintain required records for grantees, including electronic files via Office365, hard files, and GivingData database.
- Arrange details and logistics of site visits.
- Screen all incoming calls and requests for information from organizations seeking funding.
- Undertake special duties as assigned.

Core Qualifications:

- Very high attention to detail required. Ability to produce high-quality, accurate work in all facets of position.
- Bachelor's degree and a minimum of 3 years paid professional experience, preferably in a foundation/nonprofit setting, required.
- Excellent written and oral communication, organizational and interpersonal skills. Ability to communicate effectively and professionally in writing and in person.
- Efficient and capable of effectively prioritizing, multi-tasking, and managing multiple projects and prepare deliverables on time and of high quality.
- Takes initiative and can work well independently and as part of a team. Ability to manage work assignments and responsibilities with minimal direct supervision, while also working collaboratively in a small team environment.
- Resourceful and able to problem solve and reason with minimal or no direction or supervision.
- A positive, proactive attitude with a high level of flexibility. Ability to be self-reflective and receive constructive feedback.
- High level of professionalism, diplomacy, discretion, and confidentiality.
- Passion for the non-profit sector preferred.
- Proficiency in Microsoft Office Suite required.
- Experience with a grants management database desired (GivingData preferred).
- Thrives in a small team environment, strengthening and valuing close, working relationships with Foundation staff, Trustees and grantees.

Salary and Benefits:

Salary commensurate with experience. Paid vacation and sick leave, medical insurance, and parking provided. Remote work set-up will be provided while the Foundation operates off-site.

To Apply:

Interested candidates should send a cover letter and resume to job@crdfoundation.org with "Administrative Assistant" in the subject line. Only submissions providing all of the requested information will be considered. NO CALLS, please.

The Foundation is an equal opportunity employer that welcomes and encourages a diverse candidate pool.