



POSITION: Operations & Administrative Associate
TYPE: Full-Time, Exempt, Salary
LOCATION: Hybrid; based in Whatcom County
REPORTS TO: Controller

The Opportunity – Join a dynamic mission-oriented team passionately committed to helping create a Whatcom County where everyone who lives here thrives. We work to create conditions for inclusive prosperity through research, advocacy, and adaptation. We invest in structures, systems, community learning and skill-building to increase resilience. We attract and deploy resources which allow us to launch impactful projects and programs, to make impact investments and grants, and give scholarships. Join us in our work to cultivate neighborliness, lift community voices, and invest in equity and hope.

Our Culture – We value relationships, equity, diversity, inclusion, curiosity, integrity, creativity, stewardship, and courage. We are responsible risk takers in pursuit of making life in the many communities of Whatcom County better for everyone. We keep communities' aspirations at the center of our work and strive to create an environment that utilizes community members' knowledge, skills, expertise, and passion.

Position Summary – The Community Foundation's Operations & Administrative Associate is an essential role to the success of the organization. This position ensures workflow and data support so that operations run smoothly enabling the Community Foundation to do its best work to have the greatest impact in our community. This position is responsible for providing a high level of organization and outstanding support to a dynamic and fast-paced team.

Equity – The Community Foundation is committed to justice, equity, diversity, and inclusivity (JEDI). We strongly encourage people of color, transgender, non-binary, LGBTQ, differently abled, and all (adult) ages, apply. The position requires a personal interest and commitment to working in a diverse and inclusive work environment that places a high value on innovation, and respect. All staff participate in equity training and serve on related work groups as needed.

Position Responsibilities - The Operations & Administrative Associate Is responsible for working collaboratively with the team at the Community Foundation to support its work leading to:

- Strengthening Community Backbone
- Drawing and Deploying Resources
- Shaping Policies and Practices

Key Responsibilities:

Gifts and Grants Support (25%)

- Handle computer entry for all gifts received daily and send prompt acknowledgement receipts.
- Lead on keeping receipts and other templates current in ERP system (Community Suite).

- Support grant compliance and reporting as needed (may include federal grants).
- Proactively ensure the accuracy and quality of profile information (data integrity), including regular data maintenance, such as de-duping, correcting data entry, ensuring format consistency, timely data synchronizing, back-up and troubleshooting data issues.
- Assist Gifts and Grants Administrator with grantmaking and other related tasks as needed.
- Assist with metric and Board reporting.

Administrative Coordination (50%)

- Manage general Community Foundation email account and warmly respond to all donor, grantee, Board, staff, vendor, and community email messages with care to provide superior accuracy, and with thoughtful and timely responses to help foster a culture of radical hospitality.
- Answer phones and respond to general phone queries and voicemail with same thoughtful and timely responsiveness.
- Develop a detailed knowledge of our work to successfully connect incoming inquiries with the right staff member or community partner. Serve as an ambassador for our work.
- Collect and process the incoming postal mail 2-3 times per week. Deposit any funds received that day.
- Manage and maintain payments for monthly and annual subscriptions.
- Assist Executive Vice President with scheduling and administrative support.
- Support the team with mailings, data entry, light cleaning, organizing and managing both digital and physical files, and other related administrative tasks as needed.
- Meeting preparation support as needed.
- Administrative support as needed for Whatcom Community Foundation programs such as E.D. Round Table.

Office Management (25%)

- Maintain a functional, safe, clean and efficient office environment.
- Purchase supplies and equipment as needed.
- Assist Controller with light IT management and communication with third party IT contractor.
- Manage building access software program.
- Work with Whatcom Center for Philanthropy suitemates to proactively monitor office, conference room, kitchen and building, janitorial services, supplies and equipment needs and independently or collaboratively remedy issues as appropriate.

Position Qualifications

- Ability to use Microsoft Office 365.
- Strong written and oral communication skills.
- Must have the ability to be flexible and successful within a changing environment and with evolving demands.
- Thrive on managing multiple tasks effectively.
- Have a positive, can-do attitude.
- Have an outlook of continuous Improvement.
- We are looking for someone to join our team who is highly collaborative and has the humility to take on any task at any time. Philanthropy is a team sport, and we value flexible, adaptable, kind people who can play many roles.

Salary and Benefits – The annual compensation for this full-time, exempt position includes a package of benefits including employee medical, vision, dental and retirement (10% organization

contribution to begin after the first year of employment). Paid time off includes 15 days of vacation, sick leave, and 11 holidays. The starting salary range for this position is \$57,000 - \$62,000 annually. Full-time hours may include some evening and weekend work.

Application Process – To apply for this position, please complete the [application form](#) and submit your cover letter and resume. The position will remain open until filled. If you have questions regarding the position or the application process, contact: finance@whatcomcf.org.

First round interviews with qualified candidates will begin in mid-May.

Physical Demands/ Work Environment – The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to allow differently abled individuals to perform the essential functions. While performing the responsibilities of this job, the employee is frequently expected to move throughout the Foundation offices, move tables and chairs to set up for meetings, and use/operate office-related equipment. Currently, our team members are working a hybrid schedule, with a set schedule and various in-person meetings at the Community Foundation office in Bellingham.

Equal Opportunity Employer – The Whatcom Community Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Community Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender identity, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status, or liability for service in the United States Armed Forces.