



## **Operations & Administrative Associate**

### **How does it all work?**

Global Fund for Children works to build a world where all children and youth are safe, strong, and valued. To that end, we partner with innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. By pairing flexible funding with targeted capacity development services, we help our partners grow stronger and more responsive to challenges on the ground. Since 1997, we have invested more than \$44 million in over 700 organizations. Our work advances the rights of children and youth across four focus areas: education, gender equity, youth empowerment, and freedom from violence and exploitation.

You will join a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organizations deepen their impact and advocate for children's rights. We value courage, excellence, learning, partnership, and inclusion, as well as kindness and passion. Our partners' visions for change inspire all we do. Feedback and learning inspire us to do better, and we strive to be youth-centered.

### **What will you be doing?**

The Operations & Administrative Associate will play a key role in building the GFC team's collective capacity, with a particular focus on GFC's organizational systems and functions including human resources, technology, and administration. The Operations & Administrative Associate is also responsible for providing administrative support to the CEO and Leadership Team as well as helping to ensure the smooth day-to-day operations of GFC.

This role supports multiple areas within GFC. The O&A Associate will perform administrative and logistical duties, related to meeting and event planning, staff engagement, general research and general office management activities. Generally, the O&A Associate will be responsible for finding new and creative ways to cultivate a positive and welcoming culture and physical environment. The role will provide executive administrative support to the President/CEO and Leadership Team.

A successful candidate must be able to self-manage projects and tasks to completion. Flexibility, positivity, creativity, independence, drive, an ability to anticipate needs, and a willingness to pitch in as true team-player are essential to success. Candidates with executive-level administrative support experience would be ideal for this role. This role reports to the Senior Director of Operations & Governance.



### **Office Management**

- Ensure the GFC office space is maintained and organized and initiate steps to improve appearance, systems, organization, and smooth functioning, as appropriate
- Function as an internal point-of-contact for visitors and welcome guests to the office
- Ensure GFC phone system is operational and that incoming calls are handled in a friendly and welcoming way
- Respond to incoming general emails and direct to correct contact as necessary
- Assist staff in using online meeting systems, and maintain scheduling for company-wide meetings
- Function as extended office support to the UK Trust office.
- Complete office and kitchen supply orders
- Manage shipping and postage needs for the office
- Manage technology and equipment vendor relationships
- Create and maintain inventory lists for technology and office equipment
- Maintaining technology training and sharing technology updates for the organization
- Process incoming mail, scanning and logging checks and invoices

### **Office Culture and Employee Engagement**

- Coordinate Staff Meetings to ensure staff are signed up to lead them and that Agendas are prepared in advance
- Assist in coordinating staff engagement and professional development events, such as brown bags, outings, social activities, volunteerism, and partner visits
- Coordinate onboarding and exiting processes and procedures for staff, consultants, and interns.
- Assist in fostering and reinforcing organizational strategy and values and ensuring they are visible in the office
- Work collaboratively across the organization, building strong relationships with colleagues to stay informed of the latest organizational and field developments and advance organizational priorities
- Support the Ways of Working group in efforts to increase opportunities for staff, including social activities and professional development

### **Administrative Support**

- Assist Leadership with travel and meeting logistics and preparations, as needed
- Coordinate logistics for staff meetings, Leadership Team meetings, Board meetings, committee meetings, and other meetings, as needed
- Assist the Senior Director of Operations & Governance in board communication, logistics and meeting preparation.
- Enter and manage data and upload materials in BoardEffect, the board governance platform.
- Manage data and gift entry into Raisers Edge to ensure accurate pertinent information is accessible in a timely manner.



- Coordinating the sync of information between Luminate Online/Convio and the database of record (Raiser's Edge)
- Process the weekly reconciliation between Blackbaud Merchant Services and Raiser's Edge
- Provide administrative support to the UK Trust office.
- Ensure CEO calendar is up-to-date and coordinate travel, event and meeting logistics, as needed. Proactively engage with donors, partners and other professional affiliates on behalf of the CEO to ensure smooth, nuanced, and professional communications.
- Assist in updating and maintaining organizational policies, procedures and processes, as well as associated forms.
- Contribute to project/program activities, as requested (e.g., conduct targeted research, assist with the preparation of materials, as appropriate)
- Draft letters and correspondences, and assist in editing, formatting and finalizing reports, proposals and other publications, as requested.

### **Are you the right person?**

- Bachelor's degree in a related field preferred
- 2+ years relevant executive-level administrative experience; international aid or global development experience a plus
- Proficiency in all Microsoft Office applications
- Superior service orientation
- Professional experience with travel, event and meeting arrangements
- Strong attention to detail, ability to manage complex tasks, highly organized, flexible, dependable and able to prioritize competing demands
- Excellent communication and diplomacy skills (active listening, writing, speaking)
- Strong interpersonal skills; effective at working with others over geographical distance
- Listens carefully to feedback and comments from staff and adapts plans/actions accordingly
- Ability to process information quickly
- Ability to work independently and meet daily deadlines

### **How to apply:**

If this sounds like a fit, we want to hear from you. Please send a cover letter and a resume to [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org) with "OAA" in the subject line. Applicants must be legally eligible to work in the United States. Position is open until filled for immediate hire and only short-listed candidates will be contacted. Learn more about us at [www.globalfundforchildren.org](http://www.globalfundforchildren.org).



The salary range for this position is high \$40's to low \$50's dependent on qualifications and level of experience. The role requires office-based work from our DC office.

We offer great benefits including generous paid time off, 100% employer paid medical insurance and a 403b safe-harbor match plan.

**GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**