



GREATER  
TACOMA  
COMMUNITY  
FOUNDATION

950 Pacific Avenue  
Suite 1100  
Tacoma, WA 98402

## **Employment Opportunity for GTCF Executive Administrator**

Reports To: CEO

Direct Reports: Office Coordinator

**Mission:** Building a thriving Pierce County now and for generations to come as a Catalyst, Connector, and Knowledge Facilitator.

**Vision:** A racially equitable, accessible, inclusive Pierce County where all people can shape and activate the systems that affect our communities.

**Values:** Building Trust | Advancing Equity | Growing Relationships | Continuous Learning

**About GTCF:** Greater Tacoma Community Foundation connects people, knowledge, and funding to build a racially equitable, accessible, inclusive Pierce County, now and for generations to come.

GTCF aligns funding and action through strategic philanthropic investments as well as stewardship of more than 600 individual, family, and agency funds.

As a nationally accredited nonprofit community foundation with more than \$160 million in assets, GTCF has catalyzed a thriving Pierce County since 1981. Learn more at <http://www.gtcf.org>

**Job Summary:** The Executive Administrator is an integral member of the Executive Leadership Team. Reporting directly to the President & CEO, this position provides high-level administrative support for the entire Leadership Team and the GTCF Board of Directors.

Executive functions, key relationships, and top priority strategies are more effective thanks to the careful attention and organization of this position. The Executive Administrator's core responsibilities support the Leadership Team in strengthening a trust-based and inclusive culture and holding the center of operational culture.

The Executive Administrator will be the first connection for many people working with GTCF. A person who thrives on cooperation, attention to detail, finding joy in collaboration across many functions and relationships, will likely find success in this role.

January 30, 2024

**Essential Functions:**

1. Directly manage and organize the President & CEO's calendar. This includes fielding and responding to meeting requests, initiating meeting requests as assigned, evaluating priorities, and resolving conflicts.
2. Track Leadership Team meeting agendas, keep team meeting minutes, and track action items.
3. Keep CEO and Leadership Team well informed of upcoming commitments and responsibilities, including potential conflicts and issues that may impact effective action.
4. Serve as point of contact for Board of Directors through scheduling support, meeting preparation and follow-up, and maintenance of an online board management platform.
5. Manage contracts and fulfillment with outside vendors, organizations, and/or consultants as needed.
6. Maintain President & CEO's current personal and business contacts.
7. Coordinate Leadership Team travel and complete expense reports.
8. Establish relationships and coordinate communications with key external partners and their administrative assistants.
9. Manage Leadership Team and core organization digital filing systems, document version control, and file organization.

**Essential Attributes:**

1. Exemplify through actions, relationships, and voice the values of GTCF. Solicit and include all community voices in a manner that maintains GTCF integrity.
2. Remain centered and calm in a high paced complex environment through strong organizational skills and ability to manage multiple tasks.
3. Maintain confidential information while assessing those things that need to be brought to leadership attention.
4. Initiate solutions with a commitment to continuous improvement in a shared leadership model organization.
5. Invite inclusion and belonging into sustained relationships through cultural competency that enables effective working relationships in cross-cultural situations.
6. Support organization, staff, partners, and communities with a work ethic of service to others.
7. Use and grow technical skills for a hybrid working environment- including Zoom, Teams, Microsoft Office 365 - with an enthusiasm for learning new programs and platforms.
8. Manage projects at a level to independently prioritize tasks; work with internal stakeholders to identify goals, objectives, and scope; create a project plan that outlines the tasks, timelines, and resources required; and maintain deadlines through changing circumstances.

**Qualifications:**

1. 5+ years of relevant professional experience in an organization of similar size and scope.
2. Bachelor's degree or a combination of additional experience and training.

**Work Environment:**

A hybrid work environment. Limited travel may be required. Participation in external events not held during normal workday hours may be required.

**Greater Tacoma Community Foundation's Commitment to Racial Equity, Justice, and Inclusion:**

Greater Tacoma Community Foundation strives for a racially equitable, accessible, inclusive Pierce County where all people can shape and activate the systems that affect the community. GTCF is committed as an organization to do the work both internally and externally, working together with community partners and funders, to end systemic injustice and dismantle the institutional racism that disproportionately impacts people of color.

Greater Tacoma Community Foundation is committed to treating all employees and applicants equally.

GTCF values diversity among its staff and is committed to ensuring equal employment opportunity in all aspects of the employment relationship.

GTCF has been and will continue to be committed to providing a work environment where all employees are treated with respect.

**Salary and Benefits:**

GTCF offers sustainable compensation packages that are competitive with similar philanthropic sector positions requiring comparative talent, experience, and skills so that GTCF retains a thriving, productive staff team capable of advancing our strategic framework.

The salary range for this position is \$72,000 to \$83,000 annually.

GTCF follows a 36-hour work week with standard business hours Monday through Thursday and Fridays closing at 12 pm. This role is hybrid, with in-office work a minimum of 3 days per week.

Other benefits include 3 weeks' vacation in the first year, 16 fixed holidays including the full week of Thanksgiving, 2 floating holidays, 2 personal days, 8 sick leave, health, vision, and dental insurance, long-term disability insurance, 401(K) retirement plan, life insurance, free parking, free gym access and a monthly home technology stipend.

**Application Instructions:**

Submit a letter of interest and résumé. The letter of Interest should be responsive to the mission of Greater Tacoma Community Foundation as well as the responsibilities and qualifications presented in the prospectus.

Please send a letter of interest and resume to [hr@gtcf.org](mailto:hr@gtcf.org). Resumes will be accepted until the end of day February 12, 2024.