



Greater Tacoma Community Foundation
950 Pacific Avenue
Tacoma, WA 98402

OFFICE MANAGER

GREATER TACOMA COMMUNITY FOUNDATION

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

As a nationally accredited community foundation, GTCF is a community catalyst, connector, and knowledge facilitator, aligning funding and action through strategic philanthropic investments as well as stewarding more than 600 individual, family, and agency funds.

THE OPPORTUNITY

GTCF's office in downtown Tacoma is a place where staff and community convene and collaborate to build a thriving Pierce County, now and for generations to come.

GTCF is seeking a kind, supportive, organized, and conscientious person to manage the experience and logistics of the physical and virtual office to sustain an effective and inclusive environment for everyone who works with GTCF, including staff, partners, and the broader community. You will report to the Executive Administrator and work with staff, building management, contractors, and service providers to cultivate a workplace that supports effective operations to realize GTCF's strategic goals.

ESSENTIAL FUNCTIONS

Ensure the physical space and experience of GTCF supports and enhances GTCF's brand, culture, and strategic goals.

- **Front Desk Reception:** greet visitors to GTCF, answer phones, forward calls, process mail, and answer questions related to events, grants, gifts and other community resources
- **Meeting & Event Support:** logistics for internal and external events, set-up and clean-up of meetings and events
- **Administrative Support:** maintaining calendars, copying, filing

- Office Functionality: ordering and stocking supplies, upkeep of common areas, maintaining files
- Building Liaison: primary contact for building management, maintenance, parking
- Provide backup support for office coordinators and special projects as needed.

ESSENTIAL COMPETENCIES

- **Customer Service:** Meet the needs of GTCF staff and guests effectively, respectfully, and in alignment with GTCF's brand and identity
- **Oral and Written Communication:** Effectively express ideas, thoughts, and concepts verbally and in writing. Use audience-appropriate style, tone, and approach.
- **Technological Proficiency:** Use Office365 software and technology with an eagerness to learn new systems that improve our work and our constituents' engagement with GTCF.
- **Planning and Logistics:** Monitor supplies, needs, and upcoming demands in a way that provides smooth, uninterrupted availability of the items and service necessary for GTCF's successful office operations
- **Networking:** Develop a broad network of contacts to get things done; demonstrate awareness and understanding of informal networks, specifically who does what and how things get done.

ESSENTIAL ATTRIBUTES

- Passion and dedication to be part of creating a racially equitable, thriving Pierce County.
- Action Oriented self-starter who can take direction and independently follow-through on multi-step activities while building and strengthening long-term relationships with internal and external stakeholders.
- Flexibility to adapt to new information and a willingness to attempt new ways of solving problems as part of a continuous learning organization.
- Persistence to meet or exceed stated goals - or until the goal is no longer reasonably attainable; approaching objections or challenges with a positive attitude to explore alternative solutions to meet needs.
- Attention to Detail, showing concern for all involved at the appropriate level for the task.
- Organization including time/task management, file/office management, and planning.

- Ability to balance the needs and interests of various stakeholders, making decisions involving competing goals, objectives, and priorities.
- Integrity & Ethics, especially with respect to confidentiality of sensitive information.
- Professional Maturity to maintain a positive outlook and work constructively under pressure.
- Cross-Team Collaboration including a comprehensive awareness of the impact and implications of decisions and actions on other teams and on GTCF.

COMPENSATION

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 \$68,000 to \$72,000 annually.

GTCF has a 36-hour work week with standard business hours Monday through Thursday and Fridays closing at 12 pm. This role is expected to be in-office full time.

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, short- and long-term disability insurance, 401(K) retirement plan, life insurance, free parking, free gym access and a monthly home technology stipend.

EQUAL OPPORTUNITY

GTCF is an equal opportunity employer. As such, GTCF is committed to treating all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identify or expression, age, national origin, citizenship, veteran or marital status, disability, and all other bases protected by state and federal law.

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

SUBMISSION REQUIREMENTS

Please submit your resume and cover letter of interest no later than end of day September 30, 2024 to: hr@gtcf.org