



## INITIATIVE

NextFifty Initiative is a five-year-old, Colorado-based, private foundation funding efforts to improve the lives of older adults and their caregivers. Because we want every person to thrive in their second 50 years, we work closely with community leaders, experts in the field of aging, and front-line professionals to support programs and projects that positively impact aging and longevity. We educate, share best practices, and support innovation that will transform aging for generations to come.

We recognize that inequities in our society (and there are many) cause harm to communities and individuals, including the older people we're here to serve. For that reason, we're committed to building an inclusive, equitable, and diverse organization and actively working to eliminate the systems and barriers—including those in our own organization—that perpetuate inequities. We're not there yet, so we're working hard to create a transparent, inclusive, trust-based culture of belonging that empowers staff, board members, grantees, and other stakeholders to learn, grow, and make a greater impact for all.

At NextFifty Initiative, we value accountability, collaboration, equity, innovation, leadership, and learning. We think a fun, positive workplace culture leads to great work, so we aim to create an environment where you'll feel supported, valued, and recognized for your unique skills, talents, experiences, and perspectives. If you're someone who can bring diverse perspectives and identities to our team—and who also feels strongly about the values of equity and inclusion—please consider joining us.

### **Administrative Manager**

You will be the primary support person for our staff and board of trustees and the first point of contact for callers and visitors to the foundation. You'll ensure that everything in the office, including day-to-day operations, runs smoothly. You'll help schedule meetings, appointments, and events; serve as a central contact for the board and committees; take and share board meeting minutes and committee meeting notes; serve as a point of contact for organizational functions; and otherwise conduct supportive work and business functions. This is an office-based position. COVID-19 vaccinations are required of all NextFifty Initiative employees, prior to starting with us, and we will consider accommodations for medical or religious reasons.

As a newer funding organization, we're evolving and developing. All roles within the organization are subject to modification without a change in the written position description. The responsibilities below include the primary things you'll be accountable for in this position but may not include all activities or duties that will be assigned.

#### **Major Job Responsibilities**

- Manages overall administrative activities for the office
- Responsible for the day-to-day facilities operations, including the maintenance of office areas and equipment, purchasing office supplies, furniture, and office equipment for staff; responsible for coordinating and managing office move when current lease terminates
- Answers the main phone line and email correspondence, screens and routes calls and emails appropriately
- Maintains records of board minutes and committee notes as well as other organization records
- Coordinates meetings, appointments, and engagements

- Performs administrative work such as filing, distributing mail, and managing outgoing mail
- Serves as IT liaison and point person with NFI's outsourced IT vendor
- Manages event planning for external convenings, and staff and/or board gatherings
- Assists in communications with grantees, grant applicants, or prospective grant applicants; schedules grant applicant discovery and decline calls
- Coordinates grant agreements and award letters through DocuSign; initiates grant payments for fully executed grant agreements
- Completes special projects and assignments as needed, and provides support, when requested, for foundation activities

### **Staff Support**

- Prepares team meeting agendas and records notes from team meetings
- Coordinates events, meeting facilities, equipment, and catering
- Assists with social media channels and website content management as requested
- Assists the Director of Finance and Accounting with accounts payable, deposits, and other duties as requested
- Arranges and coordinates travel schedules and reservations as requested

### **Board Support**

- Organizes board and committee meetings, including preparing notification, correspondence, and agenda materials and coordinating meeting facilities, equipment, and catering
- Assists board of trustees and committee members with special projects, reports, and mailings
- Responsible for attending board and committee meetings and transcribing minutes and notes that accurately reflect the outcomes of the meetings and any actions taken
- Record management for board and committees, including tracking and follow-up on the annual conflict of interest disclosure forms and other required documents
- Arranges travel and lodging for out-of-area board members
- Serves as central contact for board and committee members
- Establishes a positive working relationship with the board of trustees and committee members

### **Required Qualifications**

- An effective, culturally sensitive communicator, with strong oral and written skills including careful attention to detail
- Strong interpersonal and collaboration skills; proven ability to be flexible in a team-oriented approach with diverse groups of people
- Excellent organization skills
- Excellent analytical and abstract reasoning skills
- Expert level of knowledge of the Microsoft Office suite (Excel, Outlook, PowerPoint, and Word)
- Personal qualities of humility, integrity, accountability, eagerness to learn and a sense of humor
- As the first point of contact both in the office and on the phone, a welcoming, patient, and friendly disposition is critical
- Proactive and able to self-manage, prioritize work assignments, manage multiple deadlines, and to represent the foundation in any given environment
- Ability to contribute to a positive, productive, open, and supportive environment that motivates everyone to perform at their best
- Willingness to continue building skills through educational opportunities and professional development

- Demonstrated ability to adapt to a changing field/environment
- Commitment to NextFifty Initiative's mission and core values

### **Preferred Qualifications**

- Executive assistance or office management support experience
- Experience supporting board of directors, commissioners, or trustees
- QuickBooks experience
- Experience working with or living within historically underserved or marginalized populations

People are what make NextFifty Initiative thrive. We're dedicated to creating an inclusive organization that promotes equity and recognizes diversity as critical to our mission and impact.

### **Salary and Benefits**

Salary range is \$60,000 - \$70,000 (or \$28.85/hour - \$33.65/hour), depending on experience. NextFifty Initiative provides a comprehensive benefits package including medical, dental, and vision insurance, employer-paid life and disability insurance, employer-matched 403b retirement plan, employee assistance program, discount pet insurance, and a generous paid time off policy.

If you are interested in applying to the Administrative Manager position, please submit your cover letter and resume (both REQUIRED to be considered) to: [careers@next50initiative.org](mailto:careers@next50initiative.org) After reviewing this job posting and NextFifty Initiative's website, please describe in your cover letter how you see alignment between (1) your experience and this position and (2) your values and the mission, vision, and values of NextFifty Initiative. The deadline to submit your application is Friday, October 22, 2021.