

Fund Administrator for Watertown Non-profit Foundation

The Marshall Home Fund is a private, non-profit charity that provides program grants to Watertown organizations that serve older adults, as well as modest individual grants to persons 55 and older experiencing financial need. We support a wide variety of efforts to build and maintain an age-friendly community for older adults.

The Fund is currently seeking a part-time Administrator, who will have the following responsibilities:

- ✓ Coordinating the grant application process and supporting grantees
- ✓ Supporting board members and committee chairs
- ✓ Promoting the work of grantees and MHF
- ✓ Office administration

Job description:

The specific duties of the administrator are:

- Provide administrative and communication support to the Fund's Board of Directors;
- Support program and individual grant application processes and facilitate communication between grant recipients and the Board;
- Maintain files/records, and database;
- Work closely with the Treasurer, Bookkeeper, and others to ensure timely payment of grants, track financial transactions, and fulfill annual reporting obligations;
- Generate reports and board minutes in a timely and accurate manner;
- Keep the Fund's website up-to-date;
- Produce a quarterly newsletter on Mailchimp;
- Support MHF committees and help to promote the Fund's activities within the town, sometimes representing the Fund to the larger community;
- Attend Board and committee meetings, either in person or virtually, as needed;
- Maintain insurance policies in good standing;
- Organize and maintain the Fund's office and office equipment;
- Receive and respond to correspondence.

Qualifications:

The successful candidate will:

- Possess excellent organizational and interpersonal skills;
- Be proficient in Microsoft Office applications including Excel, as well as Zoom meeting technology;
- Be knowledgeable in general office procedures and able to take accurate meeting minutes;
- Demonstrate a high level of maturity as well as discretion, tact, and diplomacy in communicating with grantees, board members and the wider community, verbally and in writing;
- Be self-directed, comfortable working independently, and able to prioritize tasks.

At least two years of college, with a minimum of three years experience in administrative, computer-related, or similar office work is desired. A demonstrated interest in the welfare of older people/ and/or experience with human services will be most helpful.

Salary: \$10,000 - \$15,000 annually, depending on experience

Start date: October, 2021

Openings: 1 part time position (approximately 7 to 10 hours per week)

Location: Watertown, MA

To apply: Please send a letter of interest and resume to Carole Katz, Co-President, Marshall Home Fund katz.carole@gmail.com. Carole can be reached by phone at 617 285-6143. Apply by September 10, 2021.