THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Vice President for Administration STATUS: Exempt

Assistant Secretary

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# REPORTS TO: President DATE: August 2016

# Position Summary:

Responsible for planning and directing the business administrative functions of the Foundation to include general office administration, facilities and operations management, human resources, benefits, information technology and office services*.* This position serves as Executive Assistant to the Foundation’s President and board of directors. May perform the following duties in person or through others.

# Responsibilities Include:

* Serves as Executive Assistant to the President and board of directors of the Foundation.
* Participates as an executive team member on matters affecting the overall general operations of the Foundation.
* Manages the general office functions to include general office correspondence and support to all departments.
* Manages the human resource functions to include hiring, orientation, employee records, timekeeping, payroll, benefits administration, policies and procedures, performance management, discipline, and terminations. Prepares and responds to human resource questions addressed by the outside auditors. Reconciles payroll reports. Responds to annual workers’ compensation premium audit.
* Manages the building and grounds operations to include maintenance, repairs, and security.
* Manages rental property to include billing and collection of rent, maintenance, repairs and security.
* Manages the information technology functions to include computer systems and software.
* Manages the Administrative Assistant, Office Assistant, Receptionist/Clerical Assistant, and Operations team. Responsibilities include recruiting, interviewing, hiring, orientation, training, performance management, discipline, and compensation.
* Oversees the cleaning staff and other building services.
* Plans and coordinates the annual Bradley Prizes event in Washington, D.C.
* Plans and coordinates employee events. Arranges for flowers and memorials as needed.
* Evaluates and purchases or leases office products and equipment that will best meet the needs of the Foundation.
* Assesses meeting room arrangements and equipment requirements.
* Tracks and verifies invoices for services and administrative costs. Ensures invoices are accurate and processed on time.
* Assists the President, Vice President for Program and Vice President for Finance in performing business duties as assigned.
* Assists in the planning and implementation of the administrative budget.
* Maintains board meeting schedules and contact information.
* Plans and coordinates quarterly board of directors meeting logistics.
* Makes travel arrangements and accommodations in connection with Foundation business.
* Manages the Travel Coordinators to ensure procedures are followed.
* Performs duties in connection with role as an officer of the Foundation. Attends all board meetings.
* Attends and prepares minutes for the Personnel Committee.

**Other Duties and Assignments:**

Other duties as may be assigned by the President to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the President of the Foundation. Manages the Administrative Assistant, Receptionist/Clerical Assistant, Operations, Office Assistant, and consultants. Daily interaction with all employees. Frequent interaction with outside vendors and business contacts.

## **Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; ability to handle multiple projects at one time; effectiveness of communications and development of good working relationships with all employees, outside vendors, and business contacts; professional workplace appearance and conduct; reliability in reporting to work regularly and on time; understands and adheres to Foundation policies and procedures; and ability to keep Foundation business information confidential.

**Knowledge, Skills and Abilities:**

Associate or bachelor’s degree in business administration or related field preferred or comparable work experience with at least five years of general office management experience to include administrative, human resources, information technology, and facilities management experience. Executive Assistant experience a plus. Position requires effective and professional written and verbal business communications, attention to detail, strong organizational skills, accuracy, understanding of business letters and business protocol, ability to multitask and set priorities.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40-45 hours a week. Limited business travel to coordinate meetings or special events.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the President. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date