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**EXECUTIVE ASSISTANT/OFFICE MANAGER**

**HEALTHCARE INITIATIVE FOUNDATION (HIF) OVERVIEW:**

The Healthcare Initiative Foundation (HIF) was established as a 509(a)(3) grantmaking organization in 1973 as the Suburban Hospital Association (Md.) Foundation. Since inception, the Foundation has distributed over $83 million to an array of organizations and activities retaining an exclusive focus on improving healthcare for residents of Montgomery County, Maryland. In 1980, the scope of giving broadened and accordingly the name changed to the Suburban Maryland Health Foundation. The current name, Healthcare Initiative Foundation, dates from 2002. The Foundation operated anonymously until 2007, when the board hired the Foundation’s first staff person to facilitate the grantmaking and begin to build a public presence.

On July 1, 2012, HIF transitioned from a 509(a)(3) charitable support organization to a 501(c)(3) private foundation. The HIF’s mission is to support organizations that offer solutions to improve the quality and delivery of healthcare for all residents of Montgomery County, MD. The Foundation envisions a Montgomery County where all residents are served by a high-quality, comprehensive, cost-effective and sustainable healthcare system. See our website for additional information. [www.hifmc.org](http://www.hifmc.org).

**EXECUTIVE ASSISTANT/OFFICE MANAGER POSITION OVERVIEW:**

The Executive Assistant/Office Manager is responsible for supporting the administrative needs of the HIF President and CEO, and the Director of Grants and Community Impact; and provides overall office management for the Foundation.

This is a full-time, non-exempt position which reports directly to the HIF President and CEO. HIF’s general business hours are 9am-5pm, Monday through Friday with occasional early morning, evening, and weekend meetings and events. Most of the work is performed onsite though there may be occasional travel county and statewide.

**KEY RESPONSIBILITIES:**

*Executive Assistant*

* Provides administrative support to the President and CEO and Director of Grants and Community Impact.
* Drafts communications, reports, charts, PowerPoint presentations, spreadsheets and other materials related to the HIF programs to support the work of the President and CEO.
* Schedules meetings, and assists with meeting planning and coordination.
* Coordinates travel and compiles expense reports for staff.
* Maintains hard copy and electronic files as appropriate.
* Updates HIF website and Facebook page as needed with fiscal year grant priorities, grant application processes and grant calendar, HIF news, press releases, and other communications such as e-newsletters.
* Provides administrative support to the HIF Board of Trustees including: compiling and disseminating meeting materials; drafting meeting minutes; managing meeting logistics; facilitating communications; and managing the online board portal in preparation for Board meetings.
* Serves as main administrator for HIF’s grant portal - manages the creation of grant applications, grant agreements, report forms and templates in the software; provides technical assistance to grantees; updates grantee documents; serves as point of contact for tech support with software vendor; creates and generates reports; and compiles data to be shared with the auditors, the board or other parties.
* Manages special projects, as needed, for the President and CEO.

*Office Manager*

* Provides general office, facilities and supplies management.
* Facilitates accounts payable and receivable working with accounting service provider.
* Serves as liaison with contract service providers coordinating marketing, accounting and information technology services.

**DESIRED SKILLS, CHARACTERISTICS, COMPETENCIES AND EXPERIENCE:**

* High school diploma/GED required; Associates degree preferred.
* Minimum of three years of relevant work experience.
* Ability to work independently and handle a multi task environment.
* Strong customer service, interpersonal skills, and professional demeanor.
* Strong organizational skills and attention to detail.
* Strong stewardship of confidential data.
* Effective communication skills, both written and oral.
* Technologically competent, including the ability to use grants management software to record grantee partner reports, as well as, proficient with Windows, Microsoft Word, Excel, etc.

**COMPENSATION:**

* Salary will be commensurate with qualifications and experience within the constraints of available funding.

**APPLICATION PROCESS:**

* Please send an email with a cover letter summarizing your qualifications as they relate to the position description, a resume (as a Word document or pdf), and your salary requirements to [crystal.townsend@hifmc.org](mailto:crystal.townsend@hifmc.org). No phone calls please.
* Deadline: Applications will be accepted through 5pm., Friday, January 25, 2019.