



Job description

Position title: *Administration Lead for Swift Foundation*

This is a 20 hr/week position. Entails participating in one in-person board meeting per year, usually domestic (US) but may also include international travel. Option to work from home or locate office space. Weekly contact with staff and some contact with the board also. Ideally a long term commitment.

Location: **Virtual or in San Francisco, California**

Responsibilities

- Grants administration: this is the core responsibility. Includes tracking all active grants and maintaining information in grants database (Philantrack), preparing grant acknowledgment and payment letters, and specific communication with grant partners.
- Logistics coordination of board meetings, travel, food, reimbursement, etc. Assist with board book preparation and note taking at meetings, prepare board minutes to follow.
- Organize and compile material for the monthly newsletter and update WordPress website blog with posts.
- Manage intranet Sharepoint, upload and maintain documents, organize.
- Update website as needed and/or coordinate with web designer when necessary.
- Respond to info emails/grant inquiries from our website.
- Audit data collection.
- Reimbursements & other admin support.
- Additionally, may assist in survey data collection, help grant partners with travel and/or logistics (per meetings/conferences), and potential to help with staff calendars and other logistics.
- Assist the executive director with other duties as needed.

Knowledge, Skills and Abilities Required:

- Commitment to serve a diverse clientele.
- Well organized, extremely accurate, attentive to detail and reliable.
- Proficient in Excel, Google, and MS Word.
- Proficient in a Windows/PC & MAC environment and able to quickly become proficient in the use of Swift's digital systems (i.e. tech savvy).
- Experience interacting with partners in a professional and helpful manner.
- Fluent in Spanish and English (highly desired).
- Knowledge of Indigenous communities (highly desired); cultural awareness.
- Knowledge of philanthropy (desired, not required).
- Good sense of humor, kind, patient, flexible and manages change well.
- Organized, proactive and can be self-directed.

Qualifications:

- Fluent in Spanish (desired, not required).
- Education: High School diploma. Some college preferred.
- Work Experience: Minimum 1-year previous administrative experience.

Salary/Benefits: Pay is commensurate with experience.

Swift Foundation offers a generous cafeteria-style benefits package, elements of which include, but are not limited to:

- Employer matching 403(B) retirement plan: up to 4% employer contribution
- Insurance: Health, dental, life, vision, chiropractic & acupuncture. Medical and dependent care pre-tax reimbursement accounts.
- Transportation reimbursement account.
- Vacation: two (2) weeks of accrued vacation per year with an increase each year.

- Holidays: 13 Holiday per year

For more information on Swift Foundation, see our website: www.swiftfoundation.org.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our operations, responsibilities may be modified at any time.

Swift Foundation is a non-profit, non-discriminatory service organization and employer. We do not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation or disability. Persons receiving services in our programs are entitled to freedom from harassment and retaliation and reasonable accommodation for qualified disabilities.

To apply: Send cover letter and resume to admin@swiftfoundation.org by September 15th.
Position open until filled.