



## Administrative Services Coordinator

The **M.J. Murdock Charitable Trust** is a private foundation that partners with organizations to enrich the cultural, educational, spiritual, and social lives of individuals, families, and communities, with particular attention to the Pacific NW. The Trust is seeking a professional **Administrative Services Coordinator** who will provide administrative project support in the areas of finance, human resources and grants administration. The position-holder regularly works with a variety of people and departments; we seek an individual who demonstrates professionalism, friendliness, teamwork, confidence and respect.

This is an excellent opportunity to use your talents and contribute to the continued success of a well-established, respected organization that emphasizes traditional values in its activities. To learn more, please visit: [www.murdocktrust.org](http://www.murdocktrust.org)

### **Position Summary**

Managing the various aspects of this position requires a thorough knowledge of Trust policy and practices in finance, payroll, benefits, and grantmaking-- as well as excellent analytical, communication skills and project management abilities. Proficiency using Word, Excel, and PowerPoint is needed; familiarity with database software is desired. A successful candidate demonstrates enthusiasm for job variety, exceptional organizational skills, proven project coordination talents-- and enjoys being the "go to" resource for office processes and systems.

Strong candidates are self-starters, results-oriented and work well individually or as part of a team. This role is instrumental in supporting our collegial, congenial and mission-centered work environment.

### **Reporting and Supervisory Relationships**

Reports to the Chief Financial Officer and interfaces with Trust leadership.

### **Position Responsibilities include:**

#### **Finance and Human Resources**

- Employee Benefits Administration-including carrier/vendor relationships and retiree benefits management
- Payroll- processes semi-monthly
- Human Resources- HR recordkeeping, new employee onboarding
- Matching Gifts- processing requests, tracking and preparing for approval

## **Administrative**

- Grants Payables- Prepares and oversees full cycle of grants payable process in conjunction with Program Directors and Senior Accountant
- Facilities- Communicates with building management for office maintenance and repairs; parking
- Provides administrative support to CFO
- Assists with event planning and provides support for in-house events
- May provide basic technology support back-up, depending on skills, experience, and interest
- Responsible for maintaining supplies for the Trust's emergency preparedness plan; educates staff

## **Special Projects**

- Provides support on various projects at the request of the Management Team, including assisting staff with short-term projects as well as multi-level, long-term projects
- Administrative and other related support as requested

## **Desired Experience and Educational Background**

- Applicable combination of education and experience; a baccalaureate degree is preferred.
- Knowledge of complex office operations; 2 – 4 years of administrative experience is preferred.
- Demonstrates commitment to the Trust's mission and core values.
- Ability to manage projects, guide processes, conduct analysis, and support the work of finance and administration.
- Excellent communication skills. Ability to work in a cordial, hospitable, and effective manner.
- Strong organizational abilities and follow-through.
- Has, or quickly acquires essential skills to use appropriate computer systems and software.
- Quickly acquires knowledge of Trust policies and practices in areas of responsibility.
- Cheerfully and adeptly handles interruptions and competing priorities; adapts accordingly based upon organizational needs.
- Willingness and desire for continuous learning.

Salary is competitive and includes excellent benefits. If interested, please email the following to our search coordinator, TJ & Associates, Inc. at [ASC@TJandassociates.com](mailto:ASC@TJandassociates.com)

- Your résumé
- A cover letter explaining how you meet position requirements; please include compensation expectations
- A one-two page statement describing why you would be a good match with an organization seeking to advance nonprofits in the Northwest
- At least two letters of reference from individuals who have direct knowledge of your work with organizations that serve others and your abilities as they relate to the mission of the M. J. Murdock Charitable Trust
- Contact information for 3 - 4 professional references

Review of candidates will continue until the position is filled. Finalists will be expected to complete a work style inventory, application form and interviews. Successful completion of a pre-employment drug screen and background check may be required as part of our hiring process.

**We are proud to be an Equal Opportunity Employer.**