



## Events and Office Manager Job Description: July 2021 Exempt, Full-time

### About Headwaters Foundation:

Headwaters Foundation works alongside a broad range of partners in Montana to improve the health of all Montanans. Established in 2017 Headwaters is a health conversion foundation with \$100 million in assets. Through grantmaking, capacity building, convening, supporting collaborative work, and funding research and analysis, Headwaters works in collaboration with organizations throughout Western Montana to address health disparities, social determinants of health, and remove barriers to improve health outcomes. Some of Headwaters strategic priorities are currently focused on early childhood systems, hunger and food security, health and wellbeing within American Indian communities, and informing policy efforts on Montana's Medicaid program. For more information on Headwaters work, history, and grantees please visit: <https://www.headwatersmt.org/>

### Overview of Role:

Headwaters Foundation seeks an Events and Office Manager to support the Headwaters team in its efforts to achieve the organization's mission and strategic goals. Reporting to the CFO, the Events and Office Manager will work independently to handle a wide range of administrative and executive support tasks and ensure smooth day-to-day operations. This person must be exceptionally well organized, flexible and enjoy the administrative challenges of supporting an office of diverse individuals. Given the small size of the Foundation's team, the Events and Office Manager will also be expected to be a flexible team player and step into the evolving roles critical to advancing the work and success of the Foundation. The Events and Office Manager will regularly interact with Foundation staff and consultants, board members, grantmaking colleagues, grantees, potential grantees, and community and health care leaders. Through these interactions, the Events and Office Manager will maintain and enhance a positive image for Headwaters.

This role will challenge you and help you grow professionally and personally. To be successful, you must have high expectations for yourself and be willing to put in the time, effort, and sweat equity to meet the role and organization's expectations.

### Essential Duties and Responsibilities:

- Act as Executive Assistant and provide outstanding, well-organized, detail oriented administrative support to the management team (includes CEO, CFO, and Directors)

- Provide administrative support to program staff as needed
- Provide support with traveling and scheduling for the management team and other staff as directed by the CEO
- Independently and proactively manage office operations, including maintaining office supplies, equipment maintenance and troubleshooting, and serve as the lead in relationships with vendors for telephone, internet, office space and office equipment
- Provide program team meeting support including coordinating logistics, taking minutes, managing technology, and other support as needed
- Provide executive support to the CEO, including but not limited to: draft correspondence and documents, file maintenance and support of documenting foundation programming; triage and respond to email, letters, and telephone inquiries; project management, logistical support of executive functions including meeting coordination and logistics; etc.
- CRM management and maintenance
- Building and reception management
- Event planning, support, and management
- Manage office conference rooms and community meeting space
- Support and maintain office policies and procedures
- Perform data entry and support upkeep of organizational databases
- Serve as the initial point of contact for telephone, email, and in-person inquiries regarding the Foundation: answer telephone calls professionally, provide preliminary information to internal and external callers as appropriate, triage and appropriately direct inquiries and requests
- Work with staff to plan and execute events, such as report releases, conferences and large meetings
- Act as an IT liaison
- Human resources support, under direction of the CFO
- Perform duties, responsibilities and/or projects as assigned under the direction of the CEO and/or CFO

#### **Minimum Education & Experience Requirements:**

- A minimum of 5-years experience as an Office Manager, Executive Assistant, Administrative Assistant, or related position
- Event Management experience
- Bachelor's degree preferred
- Excellent Proficiency with Microsoft Office Suite required

#### **Knowledge and Skills Required:**

- Passion for the Foundation's mission is essential and knowledge of health and/or social services is preferred
- An overall commitment to excellence in quality of work and outcomes
- Track record of adaptability, personal accountability and initiative
- Able to successfully multi-task, respond to rapid change, organize, prioritize and meet deadlines
- Excellent communication skills, both written and verbal
- Attention to detail and ability to work in a dynamic environment
- Critical thinking; demonstrates good judgment; good problem solving skills and project management experience

- Demonstrated strong organizational skills and attention to detail
- Discreet, able to maintain confidentiality
- Consumer satisfaction orientation and social perceptiveness
- Excellent time management skills; active learning skills and demonstrates initiative
- Comfortable with repetitive tasks
- Event planning and coordination experience

**Required Soft Skills:**

- Acting as a team player
- Flexibility
- Effective communication
- Problem-solving and resourcefulness
- Accepting feedback
- Confidence
- Creative thinking

**Compensation:**

Headwaters Foundation offers a competitive salary (range \$45,000-\$60,000) and benefits package.

**How to apply:**

Interested candidates should submit a cover letter and resume to:

Mynor Veliz, CFO  
Headwaters Foundation  
contact@headwatersmt.org

**Application review will begin on August 6<sup>th</sup>, 2021.**