



**Facilities and Administrative Manager**  
**Job Description: April 2022**  
**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 our website](#).

**Overview of Role:**

Headwaters Foundation seeks a Facilities and Administrative Manager to support the Headwaters team in its efforts to achieve the organization's mission and strategic goals. Reporting to the CFO, the Facilities and Administrative 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 Facilities and Administrative 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 Facilities and Administrative 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 Facilities and Administrative 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 and effort to meet the role and organization's expectations. We are committed to building a diverse and collaborative team; we encourage candidates from all backgrounds to apply.

**Essential Duties and Responsibilities:**

- Act as Executive Assistant and provide outstanding, well-organized, detail-oriented administrative support to management team (CEO, CFO, and Directors) including but not limited to scheduling and logistics for meetings, travel booking and coordination, drafting correspondence and documents;

- Serve as the initial point of contact for telephone, email, and in-person inquiries regarding the Foundation: staff front desk, answer telephone calls professionally, provide preliminary information to internal and external callers as appropriate, appropriately direct inquiries and requests;
- Provide administrative support to program staff as needed;
- Assist with Human Resources (hiring, benefit enrollment) as directed by CFO;
- Provide support for events and meetings including coordinating logistics, taking minutes, managing technology, and other tasks as needed;
- Independently and proactively manage and maintain Headwaters facilities, including office space, conference rooms, reception and community events venue;
- Manage office operations - stock office supply area and kitchen, maintain and troubleshoot equipment and act as IT liaison;
- Serve as the lead in relationships with vendors for technology, internet, office equipment and building repairs and upkeep;
- Support the maintenance of organizational systems and databases, perform data entry and electronic filing;
- Process and respond to space use inquiries and act as Foundation contact and support person for orgs using venue;
- Maintain internal calendars for office conference room and community venue spaces;
- Support CFO in organizing business owners for alley activation project;
- Perform duties, responsibilities and/or projects as assigned under the direction of the CEO and/or CFO.

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

- A minimum of 2 years experience as an Office Manager, Executive Assistant, Administrative Assistant, or related position
- Event and/or facilities management experience a plus
- Bachelor's degree preferred
- Excellent Proficiency with Microsoft Office Suite required

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

- Passion for the Foundation's mission is essential
- 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

**Required Soft Skills:**

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

**Physical Requirements:**

The person in this position will frequently need to move furniture to set up event space, carry boxes/supplies and move about the building to access office machinery, etc.

**Compensation:**

Headwaters Foundation offers a competitive salary (range \$45,000-\$55,000) and benefits package including health insurance coverage for you and your family paid by employer.

**How to apply:**

Interested candidates should submit a cover letter and resume to:

Mynor Veliz, CFO  
Headwaters Foundation  
contact@headwatersmt.org

**Applications preferred by May 10, 2022; position open until filled.**