

# GROUP HEALTH FOUNDATION

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## Administrative Associate, Investments Seattle, Washington position description

### ABOUT US

Group Health Foundation is a relatively new and growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring an **Administrative Associate, Investments** to join our expanding team.

Our foundation has an audacious goal: health equity in Washington State. We seek to create and support conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential.

**Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and multicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.**

To learn more about our work, our approaches, and our values, please visit our [website](#).

### POSITION SUMMARY

The Administrative Associate plans meetings, arranges detailed travel itineraries, and provides overall administrative and database support to our investment team. The Administrative Associate also provides executive-level administrative and project support to the Chief Investment Officer (CIO). This position reports to the Investment Operations Director and works closely with the CIO. Great communication skills, a positive attitude, excellent attention to detail, and flexibility to adapt to changing needs and priorities are essential for success in the role.

***This is a full-time, non-exempt position located in our Seattle office. Periodic early morning, evening, and weekend hours will be required, and occasional statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.***

### PRIMARY RESPONSIBILITIES

- Provide overall administrative and database support for the investment team
- Coordinate meetings with external partners for the investment team - managing schedules, booking venues, preparing briefing materials, and handling other meeting logistics

- Arrange a high volume of domestic and international travel itineraries, plans, and documents for the investment team
- Serve as the executive assistant to the CIO
- Manage the CIO's calendar, juggling competing priorities as necessary; schedule internal and external meetings, provide relevant preparation materials, and ensure appropriate follow-up
- Provide project management and administrative support for a range of initiatives that the CIO and Investment Operations Director are leading
- Assist with the investment compliance program
- Manage document processing and workflows with external vendors
- Assist in the development and training of interns
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

## QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal experiences
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Minimum of three years of experience in administrative or operational settings
- Experience providing logistical or clerical support to teams and individuals
- Experience creating systems and processes to improve service and efficiency
- Demonstrated success at juggling multiple projects with the ability to be flexible with shifting priorities and deadlines.
- Strong project management skills, organizational skills, and attention to detail
- Strong sense of intellectual curiosity
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- Strong verbal, non-verbal, and written communication skills, and a strong customer service orientation
- A desire to learn about the needs of communities across the state who are most impacted by structural inequities
- An understanding of racism, ableism, sexism, and other forms of bias
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Ability to take part in occasional meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 5% for this position)

## COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$68,000 to \$82,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

## TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [online application portal](#). Priority will be given to applications submitted by **April 5, 2021**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed.

We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

**Thank you for your interest in joining Group Health Foundation!**