

The Bullitt Foundation

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JOB ANNOUNCEMENT: ADMINISTRATIVE AND GRANTS ASSISTANT

The Bullitt Foundation was founded in 1952 by Dorothy Bullitt, a prominent Seattle businesswoman and philanthropist. In 1992, it began to broaden the Board beyond family members and later decided to devote the Foundation's endowment exclusively to safeguarding the natural environment by promoting responsible human activities and sustainable communities in the Pacific Northwest. Annual grantmaking and other philanthropic activities are anticipated to total \$5.2 million in 2011.

For more information on the Foundation visit: www.bullitt.org.

Job Description:

The Assistant supports the work of the President, Program Officers, and Director of Grants Management. The successful candidate will possess an undergraduate degree with a concentration on disciplines that are relevant to the Bullitt Foundation mission. Work or volunteer experience with some of the program interests of the foundation would be a plus. This is a good early career position for someone interested in a long-term professional engagement in environmental issues.

Responsibilities:

Executive Office

- Assist the President with correspondence, maintain a current "rolodex," and help with scheduling.
- Help ensure that the President responds to inquiries in a timely manner.
- Assist the President with research and writing, as needed.
- Respond to routine email sent to the President and the Foundation.
- Organize the Foundation's reference library.

Grants Management

- Under the supervision of the Director of Grants Management, maintain the Salesforce grantmaking and contact management system.
- Maintain the grant history accurately on Web site and in database.
- Check IRS Web site to ensure charitable tax status of potential grantees.
- Track grantees' annual report deadlines, communicate with grantees, and process reports.
- Coordinate the compilation and publication of the Foundation's quarterly "Board Book" and assure its timely delivery to the Board of Trustees.
- Assume the responsibilities of the Director of Grants Management when s/he is away.

General Administration

- Together with the Director of Grants Management, update and maintain the Foundation and Bullitt Center Web sites using the Plone content management system.
- Research news clips for web site and internal dissemination.
- Coordinate meetings and events. Send out invitations, manage RSVPs, and arrange for refreshments or meals. Assist with cleanup.
- Maintain the general office files and grantee files.
- Oversee maintenance of office equipment.

The Bullitt Foundation is committed to hiring a diverse workforce and all qualified applicants are encouraged to apply.

- Purchase office supplies, including supplies for the printers and postage meter. Ensure tidy, logical organization. Recycle unneeded supplies.
- Purchase refreshments and kitchen supplies, and keep the kitchen area neat.
- Serve as receptionist, greeting and screening all visitors.
- Manage most telephone inquiries directly, and steer other calls to appropriate staff.
- Oversee mail.
- Handle and account for petty cash distributions.
- Schedule the use of conference rooms and meeting facilities.

Program Assistance

- Assist Program officers as needed with research related to grant making.
- Depending on availability after other functions are performed, help program officers with specific projects.

Walking Our Talk

Together with the Director of Grants Management:

- Serve as "conservation officer" to ensure that we operate as a green office
- Translate "reduce, reuse, recycle" into practical workplace applications.
- Ensure that recycling bins and composting bins are clearly marked and used, and attempt to reduce garbage to an absolute minimum. (Choose supplies with packaging and disposal in mind, as well as price and efficacy.)

Desired Background and Attributes:

The preferred candidate will take pride in clear writing, pay close attention to details, be a self-starter, and get along well with others in a small office. The Bullitt Foundation has a small but high-powered staff that occasionally works under great pressure. We place an explicit premium on niceness.

The Assistant will have many interactions with grantees and the general public, and must have a talent for saying "no" in a pleasant, non-confrontational way. The Assistant will often be the primary interface between the Foundation and the public, and must be consistently courteous, pleasant, and professional.

The Assistant must have a good working knowledge of Microsoft Office products. Some experience with database management is desirable. This position will involve a great deal of use of the Salesforce FGM Database and the Plone content management system; training in Salesforce and Plone will be provided if needed.

Salary and Benefits:

This is a full-time, exempt position located in Seattle. A competitive compensation and benefits package will be offered based on the successful applicant's qualifications and experience.

To Apply:

E-Mail a resume and a writing sample to Amber Knox at grants@bullitt.org by July 5, 2011. **No phone calls, please. Mailed or hand-delivered applications will not be considered.**

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