



PHILADELPHIA Health Partnership

Foundation for Healthy Communities

POSITION:

Full-Time Manager of Administration

ORGANIZATION NAME:

Philadelphia Health Partnership

WEBSITE:

Philahealthpartnership.org

POSITION DESCRIPTION/OVERVIEW

Philadelphia Health Partnership is a private, independent foundation that supports nonprofit organizations that work to improve the health and well-being of underserved Philadelphians. We believe that promoting optimal health and well-being requires increasing access to quality care and services and addressing the underlying root causes of health disparities, including the unequal social and physical environments in which people live. We are committed to collaborating with diverse stakeholders to increase our collective ability to advance knowledge in the field and to make a positive difference in the lives of vulnerable populations in Philadelphia.

The Manager of Administration will provide day-to-day operational support for Philadelphia Health Partnership, including office management, bookkeeping, grants administration, and administrative and clerical support. The position involves working with staff throughout the organization to address issues and questions related to office management, invoices, grants and other financial and administrative tasks. The ideal candidate must bring strong business skills; be highly self-motivated; self-directed, and professional; able to manage multiple tasks; possess strong written and verbal communication skills; and function effectively in a highly collaborative work environment. The Manager of Administration will work closely with the Program Director and report directly to the Executive Director of the Foundation.

Key Responsibilities

Office Management

- Manage daily office operations
- Develop and oversees the office standard operating procedures
- Manage office supply inventory, purchasing, and distribution
- Oversee acquisitions including equipment, maintenance and services
- Arrange maintenance of office suite and all office equipment and computer hardware and software
- Organize and manage digital and hard-copy file systems
- Coordinate IT and communications support services



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Administrative and Clerical Support

- Serve as office receptionist and as the first point of contact for grant applicants, grantees and public inquires
- Greet and provide information to visitors
- Answer phones, screen and prioritize calls and scheduling requests, and redirect as appropriate
- Monitor, respond to, and redirect email communication
- Manage staff calendars
- Manage mailing, shipping and packaging services
- Coordinate Executive Director travel arrangements
- Coordinate various meetings including Board of Directors and committee meetings
- Assist with presentation preparation, including content related to duties, for meetings
- Complete specific work projects relevant to the work of the Board of Directors and its committees
- Contribute to ad-hoc project work involving research and administrative reporting
- Perform other job duties deemed necessary for the efficient operation of the Foundation

Bookkeeping

- Perform routine bookkeeping functions to support contract accountant
- Coordinate processing of invoices, payments, bank accounts, and reconciliations
- Work with outside contractors, vendors, etc.
- Create expense reports for staff
- Prepare Form 1099s
- Assist with annual operations budget preparation and monitoring

Grantmaking Support

- Manage grant inquires explaining funding cycles and priorities
- Assist with development of grant applications, forms and reports, review grant applications for completeness, and manage grants database and production flow associated with grant decision-making and management
- Assist with development and generation of grant making reports, and analysis of data and trends
- Schedule site visits to grantee organizations and compile organizational information in preparation for site visit
- Maintain and upkeep grant files
- Perform other related duties as assigned

Professional Qualifications

- Bachelor's Degree or equivalent experience is required
- Minimum five years of administrative and management experience in a professional office setting
- Basic bookkeeping experience and familiarity with QuickBooks
- Knowledge of nonprofit or private foundation experience a plus
- Proficiency with Microsoft Suite applications (Office, Word, Excel, Power Point)
- Familiarity with Foundant (grants management) and database management



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Personal Traits

- Results-oriented and accountable administrative skills
- Pro-active, self-starter with exceptional organizational skills
- Flexible, with considerable judgment, initiative, and independence
- Excellent interpersonal, verbal, and written communication skills with the ability to work independently and as a member of a high-performing team
- Able to work comfortably with diverse population
- Proactive problem solver
- Able to maintain confidentiality
- Capable of efficiently and effectively supporting the Executive Director and Program Director
- Excellent ability to prioritize and manage multiple tasks
- Committed to delivery of work products on time
- Advanced knowledge of office and administrative procedures
- Excellent computer skills
- Team player who can collaborate with others
- Able to travel periodically to conferences and meetings
- Deep commitment to improving the health and well-being of underserved Philadelphians

TO APPLY:

Please e-mail a resume and cover letter to Ann Marie Healy at info@philahealthpartnership.org.

DEADLINE:

Open until filled