



J. Walton Bissell Foundation

Executive Assistant and Technology Coordinator

JOB OPPORTUNITY

Location: Hartford, Connecticut

Posting Date: September 23, 2021

Position open until filled.

Consideration will be given to applications as soon as they are received; interviewing will begin in mid October.

APPLY NOW

REFER A FRIEND

The J. Walton Bissell Foundation, a charitable foundation serving nonprofit organizations in the city of Hartford, is seeking an organized, creative, and detail-oriented team player to serve as our Executive Assistant and Technology Coordinator.

As a key member of a very small team, this individual will partner closely with the Executive Director to create, implement, and execute administrative solutions and systems that will advance the smooth and efficient operation of the foundation. Successful candidates will be adept at using and assisting others in the use of office technology. They will demonstrate outstanding planning, time-management, and communication skills. This is a part-time, flexible position based in our office. It is a unique opportunity to use your strong technology and office management skills to be part of a team that is working to support vital mission-driven nonprofits in the city of Hartford.

COMMITMENT TO EQUITY

[The J. Walton Bissell Foundation](#) recognizes that violence and distortions have caused centuries of harm to Black, Latinx, Native, Arab, and Asian Americans in addition to groups targeted by misguided differentiation of sexual orientation, religion, disability, creed, and gender. We are committed to funding organizations whose work addresses these inequities, and to learning from the nonprofits doing this critical work. We welcome applications from all individuals, and we assert our commitment to providing an equitable and inclusive workplace.

ROLE OF THE EXECUTIVE ASSISTANT AND TECHNOLOGY COORDINATOR

The Executive Assistant and Technology Coordinator will work in close partnership with the Executive Director to carry out all aspects of the foundation's operations. Responsibilities will fall into three main areas.

Technology Systems Management

Identify and manage all relevant technology for optimal organizational functioning. This includes both ensuring existing technologies are being used efficiently and introducing new software to fill present gaps. Manage all technology license and service contract renewals and updates. Support the Executive Director and other colleagues in training and use of new technology. Research, propose, and eventually execute strategies to accomplish the foundation's goal of employing more efficient digital, "paperless" operations and record keeping systems.

General Administrative Functions

Own responsibility for routine and cyclical administrative tasks in a small office, including data entry, entering and paying vendor invoices in QuickBooks, filing, and preparation of materials for upcoming meetings and mailings. Attend to the incoming mail, email, voicemail, and phone correspondence; triage and communicate with the Executive Director about what most needs immediate attention and response. Assist with administrative tasks related to grant application cycles and calendar systems.

Client-Facing Communication and Support

Respond with a customer service approach to routine inquiries from grant applicants about online application processes (e.g. reset passwords, help uploading documents) and/or other straightforward issues if ED is unavailable. Very occasionally, attend and take notes during the Executive Director's phone, in-person, and/or Zoom meetings with the board or nonprofit partners to capture those conversations.

Other projects and tasks may be assigned as time, skills and interest allow.

STRUCTURE OF THE JOB

This individual will work an estimated **15-20 hours per week**, depending on the tasks that need to be accomplished at any given time. Most of the work will take place in the office, although some remote work may be possible. In consultation with the Executive Director, the Executive Assistant and Technology Coordinator may create a schedule of days and hours that are most convenient for both of them in the afternoons or early evenings, but note that work in the office will not begin before noon. The foundation's office is located in West Hartford Center.

Teamwork is a hallmark of our organization: we pitch in as needed, and we support each other to be our very best in the community we serve.

COMPENSATION

Hourly rate of **\$27-\$32 / hour** depending on skills and experience.

IDEAL CANDIDATE SKILLS, EXPERIENCE, AND ATTRIBUTES

The Executive Assistant and Technology Coordinator will need to exhibit a high degree of **professionalism, initiative, and independence**, while also being a **collaborative team player** in an organization dedicated to serving its nonprofit partners. They will have a **solution-centric and learning mindset**, using their **curiosity and research skills** to explore and evaluate multiple approaches, since there may be more than one approach to finding a solution for any given issue. They must demonstrate **integrity and discretion** to handle sensitive and confidential grant making information with the utmost care. The ability to develop a close and open working relationship with the Executive Director will be a key to success.

Previous experience creating systems to increase efficiency and/or problem-solving with innovation in a work setting is desirable. Specific skills and experience that are required for this position include:

- Mastery with Microsoft products including Excel, Outlook, and Word, as well as Adobe Pro is required; previous experience with QuickBooks is a plus. Preparedness to learn and work with a complex grant management system (Blackbaud Grantmaking)
- Demonstrated comfort and facility in researching, learning, and troubleshooting different applications and technologies, as well as willingness to teach and support others in their use
- Strong verbal and written language skills, including the patience and sensitivity to communicate with a helpful customer service approach
- Exceptional planning, time management, and multi-tasking skills, and the ability to prioritize and work to deadlines
- Proven ability to pay precise attention to details, especially with regard to inputting and managing financial data and the accurate completion of time-sensitive tasks

HOW TO APPLY

Apply online by clicking this link:

<https://cloversearchworks.recruiterbox.com/jobs/fk0sqgh>

Online applications only, please no email or paper submissions. You will be asked to upload a cover letter and resume. In your cover letter, please describe as specifically as you can how your experience and skills are a fit with the responsibilities and goals outlined in this position announcement. All applications will be acknowledged via an email receipt. Position open until filled. Consideration will be given to applications as soon as they are received; phone and Zoom interviewing will begin in mid October.

Questions about this opportunity are welcomed and can be directed to Eva McMullen:
Eva@cloversearchworks.com || 415-533-3583
(please only call between noon and 7pm ET)

The search for this position is being facilitated by the team at [Clover Search Works](#), a firm that provides a full range of search services to nonprofit organizations.

