Women’s Foundation of Boston
Temporary Part Time Office Manager Job Description

Mission:
The Women’s Foundation of Boston’s (WFBoston) mission is to create, fund, and accelerate high-impact economic and leadership programs that equip Greater Boston women and girls to be financially independent and successful leaders.

History:
Established in 2017, the founders were motivated by the massive philanthropy gap in foundation giving to women’s and girls’ causes, and decided to leverage their business experience in investing, financial analysis, strategic planning and consulting to move the needle in charitable giving to women and girls.

Today, the Women’s Foundation of Boston (WFBoston) is an exciting, fast growing, dynamic organization with 100+ volunteers moving our mission forward. In 2020, WFBoston created the only COVID Response Fund exclusively for women and girls in Greater Boston. WFBoston raised over $1.9M in 2020 to support grantmaking and the endowment. For 2021, WFBoston has the goal of raising $3.2M and is in the early stages of a major gifts endowment campaign. WFBoston is a high energy, passionate group of volunteer professionals who strongly believe in the economic empowerment of women and girls.

Temporary Part-time Office Manager

WFBoston seeks a temporary part-time office manager who is an organized, self-starter to manage the office of our growing foundation. The successful candidate will act as the administrator of the Google Suite and other office software such as DocuSign, Calendly and others, maintain legal documents and state and other filings, review financial and bank flows, including donor contribution tracking and expense reporting, support volunteer staffing and WFBoston leadership including the CEO, CFO and COO.
The position is temporary at the present time and may last 6 - 12 months. In the medium term some of the responsibilities of this position will likely be handled by future employees such as a tech manager and/or a PT Development Professional as they are onboarded.

The ideal candidate is detail oriented, an excellent communicator and self-directed. We expect the hours to be 15-20 hours per week and will be mostly remote with occasional trips to WFBoston offices at 126 Brookline Avenue, Boston.

**Duties and Responsibilities:**

The primary responsibility of the Temporary PT Office Manager at WFBoston is to act as the office manager for WFBoston.

The main responsibilities include:

- Administration of the Google Suite including setting up email addresses, giving appropriate permissions to WFBoston Drives and maintaining G-Suite security.
- Administration of other software such as DocuSign, Calendly, and other office software.
- Maintain legal documents and filings such as state tax forms and others.
- Track financial and banking flows including charitable contributions, expense reimbursements and reporting; and liaise with accounting staff to insure correct classifications.
- Offer support for volunteers and leadership including G-suite and other technology queries and other light administrative duties for the CEO, COO and CFO.

The job would be largely remote with occasional work in the office.

**Qualifications:**

Previous Office manager experience of 3-5 years;

Accounting background strongly preferred;

Ability to manage multiple projects, set priorities, and meet deadlines;

Strong organizational, problem solving, and time management skills;

Exceptional attention to detail;

Friendly disposition and great sense of humor;

Capacity to manage and organize complex and highly confidential information;
Demonstrated experience with GSuite or similar system;

Ability to work well independently and as part of a team.

Education:
A minimum of 4 year college degree or equivalent

Physical Requirements:
Ability to sit for extended periods of time while simultaneously performing data entry and information intake via phone. Can be met with or without reasonable accommodation.

Salary: $17-21/hr

Nondiscrimination Clause
Except as to fulfill the Mission of the WFBoston (advancing economic and leadership opportunities for women and girls), the officers, directors, committee members, employees, and persons served by the WFBoston shall be selected entirely on a nondiscriminatory basis with respect to gender, age, race, religion, national origin, pregnancy status, and sexual orientation. It is the policy of the WFBoston not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, pregnancy status, age, physical disability, veteran’s status, political service or affiliation, color, religion, or national origin.

How to Apply

Please email a cover letter and resume to Christina Gordon or Patti Satterthwaite at hr@wfboston.org