



Job Title: Office Administrative Assistant
Reports to: Chief Financial Officer
Status: Full-time (non-exempt)

ABOUT HORIZONS FOUNDATION

[Horizons Foundation](#) has been dedicated to serving, funding, and helping to lead the LGBTQ community for 40 years. Established in 1980 as a San Francisco–based community foundation, Horizons’ mission statement reads:

As the world’s first community foundation of, by and for LGBTQ people, Horizons invests in LGBTQ nonprofits, strengthens a culture of LGBTQ giving, and builds a permanent endowment to secure our community’s future for generations to come.

Horizons is a national leader in promoting LGBTQ philanthropy, recently recognized as one of the LGBTQ movement’s “Top 10” funders by the national advocacy group Funders for LGBTQ Issues. Last year, Horizons distributed more than \$7 million in grants to hundreds of nonprofits throughout the country, with more than half supporting organizations in the Bay Area. Grants were awarded to LGBTQ nonprofits and to LGBTQ-focused programs at non-LGBTQ-specific organizations. Through its donor-advised fund (DAF) program, Horizons also makes grants to non-LGBTQ nonprofits regionally and nationally.

Horizons has long prioritized grantmaking to frequently marginalized members of the LGBTQ community, including LGBTQ communities of color, transgender people, LGBTQ refugees and immigrants, LGBTQ youth and elders, and those with least access to vital services and equal justice. The foundation also has a deep commitment to smaller, grassroots nonprofits and a long record of awarding very early funding to promising nonprofits.

In addition to grantmaking, the foundation offers educational, community-building, and other events for donors and grantee partners throughout the year and is host to one of the LGBTQ community’s best-known annual galas. Horizons also has a powerful vision for the future support of the Bay Area LGBTQ community, one in which the legacy (planned) gifts of LGBTQ people provide the resources that future generations will need to secure and defend their rights, take care of LGBTQ people in need, and celebrate our lives through culture and the arts.

POSITION SUMMARY

The Administrative Assistant holds a crucial position within Horizons Foundation. While Horizons’ impact is wide, our staff is modest in size. Accordingly, this role has multiple responsibilities that cross parts of the foundation. These responsibilities include executive support for the foundation president, support for grantmaking programs, office management, and implementation of our donor-acknowledgement processes. Strong candidates will bring a combination of experience, an ability to manage multiple functions, excellent customer service skills, and a deep commitment to the LGBTQ community.

PRINCIPAL RESPONSIBILITIES *(percentages are estimates, and will vary depending on organizational needs)*

1. Reception and Office Management (10%)
 - Staff front desk reception including answering telephone, routing calls, and greeting visitors
 - Manage office, maintain office supplies and equipment and interact with and manage vendors

- Regularly check and route Horizons' general and grants email accounts
 - Distribute mail
 - Record checks for deposit
2. Executive and board assistance (15%)
- Provide support to the president with various administrative and scheduling tasks as well as other projects as assigned
 - Correspond with donors, volunteers, and nonprofit organizations by email and mail as needed
 - Coordinate meeting logistics and materials for Horizons' Board of Directors meetings as well as other meetings as needed (e.g., orientations for new board members)
 - Attend and record Board of Director meeting minutes (approx. six per year)
3. Grantmaking support (25%)
- Provide administrative support to the Vice President of Grants, Programs, and Communications as needed
 - Provide administrative support to Horizons' grantmaking department, including grant application processes, mailings, application tracking, and coordination of grant review panels
 - Assemble, process, mail and file grantmaking contract and progress reports
 - Assist in maintaining organizational directories and grants database
 - Provide administrative coordination and event support to grantmaking events and programs
4. Development support (40%)
- Enter donations into database
 - Produce acknowledgement letters to donors
 - Support Donor-Advised Fund Program
 - Provide other support as needed
5. Other duties as assigned (10%)

Occasional evening and weekend work hours are required at various times throughout the year, in particular supporting Horizons' annual events, grantmaking and Board of Directors' meetings.

DESIRED QUALIFICATIONS

- Demonstrated commitment to the LGBTQ community
- Prefer two to three years of experience in similar position
- Two-year Associates degree, Bachelor's degree preferred, or commensurate work experience
- Excellent communications skills and customer service in person, on the phone, and electronically
- High degree of proficiency in Microsoft Office suite of programs and Adobe Acrobat Pro, including mail merges and document assembly both in word and PDF
- Working knowledge of/with CRM databases, Salesforce knowledge preferred
- Superb attention to detail and commitment to quality
- Ability to read, analyze, and interpret correspondence and documents including responding effectively to sensitive inquires when appropriate
- Ability to maintain high degree of privacy and confidentiality
- Capable of working independently in a small, fast-paced office environment and ability to take initiative and complete project assignments independently and on-time

- Organizational skills and ability to perform job requirements efficiently
- Creativity, outgoing personality, and ability to work well with many types of individuals

Physical Requirements: This job requires the ability to lift up to 15 lbs and other physical abilities required to actively participate in office management and grantmaking operations.

COMPENSATION, HOURS, AND OFFICE

This is a non-exempt position for 40 hours per week. Compensation is based on hours worked, and the wage range for this position is \$31.25 to \$38.46 per hour, commensurate with qualifications and experience (financially equivalent at \$65,000 - \$80,000 per year). The starting wage is generally at or near the mid-point of the range, with the opportunity for future growth. The generous benefits package includes full health, vision and dental coverage, vacation, sick leave, significant employer contribution to a 403(b) plan retirement plan, and the pride of working at a critical community institution.

Horizons' current practice is for staff to work from the foundation's downtown San Francisco office on Tuesdays, Wednesdays, and Thursdays. Mondays and Fridays can be remote-work days. The foundation's office is conveniently located 1.5 blocks from the Montgomery BART/MUNI station.

PHYSICAL REQUIREMENTS

The physical demands of this position are light with the expectation that the staff person can exert up to 20lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. The position requires frequent computer use at a workstation. Horizons Foundation will make reasonable accommodations in compliance with the ADA of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EQUAL OPPORTUNITY

Horizons Foundation is an equal opportunity employer that supports and lives diversity in our staffing and values. We actively seek and welcome applications from people who identify as people of color; women; transgender, gender non-conforming, and non-binary people; LGBTQ; and people living with disabilities. We comply with all applicable federal, state, and local laws governing nondiscrimination in employment, and encourage and seek qualified candidates of all backgrounds.

APPLICATION PROCESS

To apply, please submit a cover letter and your resume, preferably **in a single PDF**, to careers@horizonsfoundation.org with ADMINISTRATIVE ASSISTANT in the subject line. Applications will be accepted until the ideal candidate is identified. **Early submissions are encouraged** and will be reviewed as they are submitted. No phone calls, please.

Thank you for your interest in Horizons and your support for the LGBTQ community.
