



## **Job Description for Administrative Associate**

The Donnell-Kay Foundation (DK) is seeking a fun, positive, and energetic person to join our team as an Administrative Associate. DK is a Denver-based, private family foundation that aims to improve public education in Colorado through research, policy, creative dialogue, and critical thinking. We invest in projects, programs, and people who seek systemic solutions to strengthening the experience of learning for kids from birth to career.

### **Duties and Responsibilities:**

- Represent DK as the first point of contact in a professional, courteous, and helpful manner.
- Oversee the daily administrative operations of the office.
- Serve as the primary point of contact for contractors (technology, building management, etc.)
- Develop and implement administrative and information processing functions of daily operations.
- Support the staff and board of directors.
- Assist in grant management.
- Schedule meetings, appointments, special events, and travel for staff.
- Assist in communications.
- Perform additional tasks as necessary.

### **Grant Management**

- Prepare, write, and send grant memos to board.
- Collect proper documentation and update-to-date information from grantees.
- Assist staff in writing grant award letters.

### **Event Management**

- Coordinate conferences, summits, internal and external meetings, and events.
- Serve as the lead in coordinating all logistics in connection with events including vendor negotiations and contracts, communications, and speaker travel.

### **Communications**

- Assist in updating social media accounts.
- Assist in managing and updating websites.



**Non-Negotiables:**

- Strong verbal skills. Can communicate clearly and effectively with various groups (funders, grantees, grant seekers, families, students, etc.)
- Excellent written communication skills.
- Strong organizational, prioritization, and multi-tasking skills.
- High-level attention to detail.
- Eager and willing to learn new things.
- Willingness to be flexible and adjust course when needed.
- Friendly and can make people feel welcomed.

**You are a good fit for the Administrative Associate role if...**

- Your time management, response time, and follow-through skills are exceptional.
- You are self-directed.
- You are a problem solver.
- You aren't afraid of asking questions to get a clear understanding of what's needed.
- You can work effectively with others in a small office environment.
- You think ahead.
- You have experience working with Microsoft Office, Google applications, and other common technology platforms.

**This is a half-time position (24 hours per week) with a competitive salary and full benefits.**

This position will require working some early mornings and evenings.

**Hiring Process:**

If you are interested, please email a resume and cover letter describing your interest in, and qualifications for, this position to Carmelita Galicia-Munoz at [cgaliciamunoz@dkfoundation.org](mailto:cgaliciamunoz@dkfoundation.org) by Friday, August 3<sup>rd</sup>. The anticipated start date for this position will be mid-September.

*Please note that cover letters are **a key criteria** in applicants moving forward in the hiring process.*

**Equal Opportunity Employer**

The Donnell-Kay Foundation is an equal opportunity employer committed to building an equitable and inclusive organization with a diverse team that is representative of the students and families we partner with. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Visit [www.dkfoundation.org](http://www.dkfoundation.org) to learn more about the foundation.

Visit [www.reschoolcolorado.org](http://www.reschoolcolorado.org) and [www.dkfoundation.org/working-on](http://www.dkfoundation.org/working-on) to learn more about our work.