

The Nathan Cummings Foundation

475 Tenth Avenue, 14th Floor, New York, NY 10018

ADMINISTRATIVE ASSISTANT

To

Vice President, Finance & Administration

The Nathan Cummings Foundation is a national grantmaking organization, rooted in the Jewish tradition, and dedicated to the well-being of all people. It currently makes grants in four major program areas: Arts and Culture; Health; Jewish Life and Values; and Environment / Contemplative Practice. It also has an Interprogram initiative that works in conjunction with each of the Foundation's core program areas to address social and economic justice issues through government, corporate and institutional accountability and the building of social alliances for institutional and systemic change. The basic themes underlying all of the Foundation's programs are concern for the poor, disadvantaged and underserved; promotion of understanding across cultures, respect for diversity; and empowerment of communities in need. (See the website at www.nathancummings.org.)

While the Foundation's work is informed by Jewish values, the Foundation staff is diverse and the office is a place where collaboration among people of different religions, races, ages, and backgrounds is effectively fostered. The Foundation encourages individual growth among staff members and works to create an open and humane work environment. The Foundation's offices are located on the 14th floor of the old Hill Building at 475 Tenth Avenue in Manhattan. The top floor, overlooking New York City and the Hudson River, was renovated by the Foundation to give the feeling of openness and to encourage creativity. The Foundation space is frequently used for meetings convened by the foundation and by other nonprofits.

Areas of responsibility:

The Administrative Assistant to the Vice President will function as a highly skilled and trusted assistant who is responsible for managing the Vice President's office. S/he ensures that work into and out of the office is completed in an organized and timely manner. The Assistant's work includes handling communications and correspondence (phones, email, faxes, mail); maintaining electronic and paper files, scheduling and coordinating meetings and conferences, data-entry, grant docket preparation, board support, and special projects for the Vice President's office. Associate degree required; college degree preferred.

Working relationships:

The Administrative Assistant reports to the Vice President. The Assistant will have responsibility for the overall coordination and the smooth administrative operations of the Vice President's Office. The Assistant is a critical liaison between the Vice President and all operating areas of the Foundation, including senior staff, the Board of trustees, Finance and Investment Committees and sources outside the foundation. In this capacity s/he works closely with finance and administration departments and maintains liaisons with all other functions of the Foundation.

Qualifications:

The successful candidate will bring the following qualities to the position:

- a strong interest in, and commitment to, the Foundation's mission and current grants programs;
- outstanding organizational, administrative and analytical skills, with excellent attention to detail;

- ability to work with teams and groups;
- solid writing and editing abilities;
- the ability to be a self-starter who assumes hands-on responsibility where necessary, is able to balance competing priorities and deadlines, and who demonstrates sound judgment and good problem solving skills;
- excellent phone and communication skills, with the ability to relate effectively to staff, trustees, consultants and other non-profit professionals,
- computer literacy, including MS Word, Excel;
- solid people skills, an enthusiastic and collaborative approach to work, self-confidence, a good sense of humor and the ability to function effectively in diverse environments; and
- some finance experience helpful and preferred.

Associate degree required; college degree preferred.

Salary is commensurate with experience. The Foundation offers excellent benefits.

The Foundation is firmly committed to affirmative action and diversity and invites applications from candidates regardless of race, gender, sexual orientation, age, or disability.

TO APPLY:

Interested candidates should send:

- ✓ a letter indicating why they are interested and qualified for the position;
- ✓ a resume with salary history;
- ✓ a writing sample;
- ✓ names of three references; and
- ✓ other information that might be useful in the Foundation's assessment of their candidacy for this position. All information is confidential. Forward to:

M. Annette Ensley
Director of Administration & Human Resources
Nathan Cummings Foundation
475 Tenth Avenue, 14th Floor
New York, NY 10018
Fax: 212-787-7377
Email: annette.ensley@nathancummings.org

Please do not call. All letters will be acknowledged.

Position is available immediately/ Deadline: December 31, 2007

NOTE: Send attachments as Microsoft Word or Adobe pdf documents only.