



Job Announcement: Office Manager & Grants Administrator

Hours: Full-time (40 hours per week)
Reports to: Chief Operating Officer
Classification: Non-exempt

Organizational Overview

Headquartered in Seattle, Campion believes in the power of people and place. We envision a nation where dignified housing is a human right and public lands are conserved for generations to come. We leverage our capital and focus on access to housing as a solution to homelessness and conserving public lands as a solution to the climate crisis.

The Campion Advocacy Fund and Campion Foundation were founded by Tom and Sonya Campion using the proceeds from the successful public offering of Zumiez, the action-sports retailer, which was co-founded by Tom Campion. The Fund and Foundation make investments on the federal, state, and local levels to end homelessness and conserve public lands. The organizations are separate entities, but they work in the same program areas.

- As a 501(c)(4) organization, Campion Advocacy Fund engages in direct advocacy for change in the legislative and political arenas.
- As a 501(c)(3) organization, Campion Foundation grants to other 501(c)(3) organizations that are running “on-the-ground” programs in its areas of interest and strengthens these organization’s capacity.

All staff members are employed by the Campion Advocacy Fund. In some cases, Advocacy Fund employees may be asked to work on projects, grants, or other priorities of the Campion Foundation.

Position Summary and Primary Responsibilities

The Office Manager and Grants Administrator undertakes grants administration and general office management duties for the Campion Foundation and Campion Advocacy Fund, working closely with the Chief Operating Officer, to ensure the efficient and effective operation of our organizations.

Duties fall into four broad categories: 1) general office management, 2) grants administration, 3) maintaining filing systems and office equipment, and 4) providing general support to staff and trustees as needed.

Specific Duties:

Allocation of time is provided as general guidance. Based on priorities and the organization’s grant cycle, priorities may shift due to work demands.

Grants Administration and Support (40%):

- Support overall grantmaking process, including online application updates, grantee due diligence, grantmaking process updates, grant agreement and letter generation, reporting, and staff training.
- Maintain the accuracy and integrity of the Blackbaud GIFTS database (grants management database), including data entry. Organize and file documents, publications, and reports (electronic and paper) in GIFTS and on shared drive.
- Respond to general grant inquiries; communicate with applicants regarding application invitations, procedures and reporting; review applications for completeness. Work with COO to assemble docket books and prepare docket meetings.
- Keep abreast of best practices and legal requirements in grantmaking (through grantmaking news, networking with peers, and participation in professional development opportunities among others) and bring these learnings back to staff and incorporation into the grantmaking process.

Office Management and Administrative Support (60%)

- Manage general office operations, including processing mail, ordering office and kitchen supplies, scheduling conference room and catering, and maintaining calendar and contacts database.
- Provide regular bookkeeping support, including managing credit card reconciliations and receipts, invoices, check disbursements, and records retention in line with our records retention policy. Monitor central Inboxes (proposals, reports, info, etc.) regularly on behalf of the organizations.
- Serve as liaison with building management providing updates about building services and support to staff.
- Organize meetings, including conference room set up, catering, sending out invites, and managing RSVPs.
- Oversee the maintenance of office equipment including phone system, computer/laptops and copier, working with established support contractors as necessary. Responsible for regular computer back-ups.
- Oversee updates to the Operations Manual and any other manuals/training guides, process documents, etc.
- Work with leadership and staff to manage the organizations' communications including the website, Mailchimp newsletters, and other electronic and printed materials. Complete basic website edits, working with support contractors on more complex updates and changes. Prepare professional communications materials.
- Provide administrative and logistical support to staff and trustees as required.
- Additional projects, as necessary, to ensure the smooth operation of the organizations.

Knowledge, Skills and Experience

The successful candidate will have many of the attributes listed below. We are open to helping candidates grow into this exciting role.

- 2-4 years of experience working in a similar administration or office role.
- Prior experience working in the nonprofit sector encouraged but not required.

- Knowledge of and dedication to racial equity principles, particularly as they relate to grantmaking practices and our operations.
- Ability to work independently and effectively with minimal supervision in a small office environment.
- Strong organizational and communication skills. Accuracy and attention to detail are essential, as is experience creating effective and accurate communication and other externally shared documents and materials.
- Ability to prioritize and plan, juggling multiple tasks simultaneously and managing competing and commitments.
- Demonstrated sense of urgency and ability to follow through on commitments in a timely manner.
- Strong fluency within a Microsoft Windows/Office software environment, including Word and Excel. Ability to use technology and other tools for efficiency including merging mail docs, building formulas in Excel, and other tools for efficiency.
- Experience with GIFTS or another philanthropy database preferred but not required (training can be provided).
- Experience using social media in a business or office environment to help promote an organization or business.
- Flexible, self-starting team player with a direct, honest and respectful approach to problem solving, and an ability to foster collaboration and contribution to a strong sense of community among staff and trustees.
- Willingness to be flexible with working hours at occasional peak periods.
- Champion employees are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

Salary and Benefits

This is a full-time, non-exempt position located in downtown Seattle. The anticipated salary range for this position is \$62,000 to \$72,000, depending on qualifications and experience. Excellent benefits package.

To Apply

E-mail a cover letter and resume to search@campionadvocacyfund.org by 5 p.m. on October 4, 2021. Please include the position title in the subject line of the e-mail. No phone calls please.

The Champion Advocacy Fund is an equal opportunity employer. We strive to create an inclusive and equitable workplace and encourage people from underrepresented communities to apply. We value and celebrate our employees' differences in age, ability, race, ethnicity, religion, sexual orientation, gender expression, language, national origin, political affiliation, socio-economic status and veteran status.