

The Susan Thompson Buffett Foundation  
**ADMINISTRATIVE ASSISTANT**  
Omaha, Nebraska

## BACKGROUND

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The Susan Thompson Buffett Foundation is a private grant-making foundation based in Omaha, Nebraska and is one of the largest foundations in the United States. The Foundation's primary focus is on increasing access to family planning services and supporting reproductive choice and rights, both in the U.S. and internationally. Additionally, it has a long-standing college scholarship program for Nebraska students, as well as an awards program to recognize outstanding teachers in the Omaha Public School system.

## RESEARCH AND EVALUATION

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The Foundation is organized into three grant-making programs (the International, U.S., and Postsecondary Access and Success Programs) and the Research and Evaluation (R&E) Unit. The R&E Unit functions as an internal technical support team that assists all three programs on select research and evaluation activities. The R&E Unit itself does not carry out original research or conduct evaluations of Foundation projects. Rather, the Unit works in close collaboration with our program staff by advising on the best uses of methodologically rigorous research and evaluation techniques. Currently, the R&E Unit is composed of a Director, five Senior Officers, four Officers, three Associates, and a Research Assistant. We are seeking an Administrative Assistant to join our Unit and Foundation family.

## RESPONSIBILITIES FOR THE ADMINISTRATIVE ASSISTANT

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The Administrative Assistant will report to the Director of Research and Evaluation, Dr. Sandra G. Garcia. The Administrative Assistant's primary responsibilities are to support the administrative needs of the Director and the R&E team. In addition, because the Foundation is a relatively small organization, we expect that when needed, s/he along with all other Administrative Assistants, will exercise good teamwork to support the Foundation with planning, logistics, and clean-up for occasional Foundation-wide functions and/or collaborate on other special projects. Specific duties and responsibilities include, but are not limited to:

***Manage logistics for the Director and R&E Unit by:***

- Organizing calls and meetings, taking notes as needed
- Coordinating and setting up AV and tele/video-conference needs for virtual meetings
- Answering Foundation phone lines and routing calls appropriately
- Planning events on- and off-site, including occasional travel to coordinate logistics for off-site events
- Managing and tracking administrative aspects of consultant contracts
- Coordinating travel logistics for the team and assisting the Director with coordination of the team's conference attendance
- Assisting to onboard new R&E staff and maintaining comprehensive orientation materials
- Documenting "best practices" of the Assistant's key responsibilities for future use and historical memory
- Assisting the Director with hiring and recruitment of new staff, as needed

***Maintain and update administrative records securely by:***

- Filing and tracking electronic and hard copies of contracts, reports, and other essential files, including on the Foundation's internal proprietary database
- Managing confidential personnel files
- Processing expense reports for the Director and guests of R&E who travel or otherwise incur expenses
- Developing, updating, and managing the R&E team budget, with projections, in close coordination with the R&E Director and team
- Coordinating with the Director of Grants and Contracts for timely payments to contractors and consultants

**Communicate regularly with internal and external stakeholders by:**

- Corresponding with project partners, consultants, and representatives from professional and academic organizations
- Ensuring that memberships and subscriptions to professional organizations are current
- Maintaining R&E specific software and liaising with Information Technology (IT) representatives

**Perform other duties as assigned**

**QUALIFICATIONS OF THE IDEAL CANDIDATE**

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We are seeking an individual with strong, demonstrated administrative skills and experience, who is detail-oriented, organized, efficient, and an excellent communicator. The success of the R&E team depends on highly motivated individuals who work well independently and collaborate effectively with our Unit, program staff, and external partners. Applicants must be interested in, and committed to, reproductive rights.

**Specific qualifications include:**

- At a minimum, a high school diploma
- Strong administrative skills, including at least seven years of professional experience in similar roles
- Evidence of strong organizational skills
- A strong ethical code of conduct and impeccable ability to safeguard confidential information
- An ability to communicate clearly and concisely in written and oral form
- Proficiency in Microsoft Office and an interest in information systems that improve productivity (experience using reference manager software such as Endnote is a plus)
- Demonstrated creativity and experience establishing new, or strengthening existing, administrative processes
- An ability to manage and prioritize a variety of tasks simultaneously, with impeccable time management and organization skills
- Demonstrated experience being a respectful, flexible, and constructive team member
- Proactive problem-solving skills and a “can do” attitude
- Ability and motivation to learn new tasks and apply lessons learned
- Project management experience, particularly in a research setting, is a plus

**Compensation and benefits**

Salary is competitive and commensurate with education and experience. The Foundation offers a generous benefits package, including medical/dental insurance and a retirement program. The successful applicant will have an opportunity to thrive and grow in a challenging and busy, yet supportive and family-friendly, environment. Based on an honor system, the Foundation offers a flexible vacation policy to ensure a healthy work/life balance.

**APPLICATION PROCESS AND DEADLINE**

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The application **deadline is June 21, 2019**. Interested applicants should respond ASAP by submitting a resume and cover letter. **Applications without a cover letter will not be reviewed.** The cover letter should clearly articulate the reasons for your interest in this position and discuss why you feel you would be a good fit. Please send these materials to: [stbf-admin@nonprofitprofessionals.com](mailto:stbf-admin@nonprofitprofessionals.com). References and other information may be requested. Semi-finalists will be asked to participate in telephone interviews with Foundation staff. Finalists will be invited to interview in-person at the Foundation. **The start date for this position is as soon as possible.**

***As an Equal Opportunity Employer, the Susan Thompson Buffett Foundation is deeply committed to diversity, equity, and inclusion, and actively seeks individuals who can offer broad perspectives to our organizational thinking and culture.***