

Community Foundation of North Central Massachusetts

# Administrative Manager

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**Reports to:** President & CEO

**Status:** Full-time, Exempt

**Salary Range:** \$65,000–\$75,000 commensurate with experience

**Anticipated Start Date:** September 14, 2026

## Position Summary

The Administration Manager provides high-level operational support to the President & CEO and helps advance Foundation priorities across executive support, finance, philanthropy, grants administration, and staff coordination.

This role requires strong judgment, discretion, follow-through, and collaboration. The position reports to the President & CEO and works closely with the Director of Philanthropy and the Director of Grants and Impact.

## Primary Responsibilities

### Operations Coordination & Support

- Manage the President's calendar and scheduling
- Maintain the Foundation CRM to support executive, philanthropy, and grantmaking work
- Track organizational priorities and staff follow-through at the direction of the President
- Coordinate the annual scholarship program
- Support philanthropy and grantmaking operations in collaboration with program leads
- Coordinate all-staff meetings, retreats, and internal projects
- Serve as a staff resource on systems, policies, and workflows

### Finance Coordination

- Coordinate routine communication between internal finance staff and outsourced accounting partners
- Track the financial operations calendar and flag issues or delays
- Provide backup support for select in-house finance functions
- Prepare Finance Committee meeting materials and follow-up

### Human Resources Administration

- Coordinate HR administration and serve as the primary staff and provider contact for HR policies and procedures
- Maintain confidential personnel records with the President
- Coordinate recruitment, hiring, onboarding, and offboarding processes
- Monitor HR compliance requirements and escalate issues as needed

### Board of Trustees Support

- Prepare Board of Trustees agendas in coordination with the President
- Coordinate board and standing committee meeting logistics and materials
- Attend board and standing committee meetings and prepare accurate minutes
- Manage trustee communications and action item follow-up
- Maintain trustee records and orientation materials
- Support Governance Committee coordination

## Qualifications

### Required

- Four or more years of relevant experience in operations, administration, HR, or a related function
- Strong organizational, communication, and project coordination skills
- Discretion and sound judgment with confidential information
- Proficiency with digital tools, including CRM platforms
- Adaptability and willingness to learn new systems and tools, including AI-assisted tools
- Collaborative style and ability to build trust across a small team
- Curiosity

### Preferred

- Familiarity with community foundation operations
- Experience working in or alongside a CEO's office or senior leadership function
- Experience coordinating human resources functions
- Experience coordinating financial or bookkeeping functions
- Experience supporting a board of directors

## Working at the Community Foundation of North Central Massachusetts

The Administrative Manager joins a small, high-performing team at a pivotal stage in the Foundation's growth. CFNCM serves 33 communities across North Central Massachusetts and stewards more than \$120 million in philanthropic assets.

We offer a competitive compensation and benefits program, including health and dental coverage, paid time off, a 401(k) plan, and a flexible work schedule.

At the Community Foundation of North Central Massachusetts, you will join a collaborative, mission-driven team working to strengthen the region through philanthropy and community leadership. We are committed to diversity with a desire to build a team reflective of the communities we serve.

### How to Apply

To apply, please submit a **cover letter** and resume outlining how your skills, experience, and interests align with the qualifications for the position to [sadams@cfncm.org](mailto:sadams@cfncm.org). **In the subject line, please include the job title and your first and last name.**