

The R. Howard Dobbs, Jr. Foundation  
**Job Posting:**  
**Executive Assistant & Office Manager**  
35 hours/week; salaried with full benefits

## THE ORGANIZATION

The R. Howard Dobbs, Jr. Foundation is a private charitable foundation established in 1959. The Foundation's mission is to support educational opportunities, improve access to health services and promote environmental stewardship. Geographically, the Dobbs Foundation's first priority is the metro Atlanta region but grant support is also provided to initiatives across the state of Georgia. The Foundation is committed to honoring the legacy of R. Howard Dobbs, Jr. through its work.

Additional information is available on the R. Howard Dobbs, Jr. Foundation's website at [www.dobbsfoundation.org](http://www.dobbsfoundation.org).

## THE OPPORTUNITY

The R. Howard Dobbs, Jr. Foundation seeks an Executive Assistant & Office Manager (EA/OM) to provide administrative management and support and serve as a trusted colleague in a two-person team. The role includes five primary areas of responsibility:

- *Executive support.* The EA/OM will provide the President with administrative support that includes management of calendar, travel and other delegated functions.
- *Office management.* The EA/OM will be responsible for general administrative functions including telephone and receptionist duties; handling of mail and package delivery; IT and website maintenance; oversight of vendor relationships, office supplies, and kitchen.
- *Financial management.* Using Quickbooks, the EA/OM will pay bills, make grant disbursements, and coordinate with the Foundation's accountant for monthly reconciliations; maintain orderly records; assist with data collection and reporting necessary for the preparation of financial statements, annual review, and tax return.
- *Administrative support for governance.* Working with the President, the EA/OM will have responsibility for supporting individual trustees, board committees, and the full board in the conduct of the Foundation's governance. Responsibilities will include scheduling, coordinating logistics, preparing materials, distributing materials via Board portal (Directors Desk), preparing meeting minutes, and maintaining archives.
- *Administrative support for program.* Working with the President, the EA/OM will have responsibility for managing the Foundation's grantmaking process and systems including but not limited to processing requests, regulatory compliance, scheduling, grant agreements, file/database management (GIFTS Online), post-grant follow-up and reporting.

As a two-person team, the EA/OM will share responsibility with the President for responding to unexpected needs of the Foundation.

## THE CANDIDATE

The R. Howard Dobbs, Jr. Foundation is an equal opportunity employer, and a diverse set of candidates is being sought for formal consideration. The ideal candidate will have strong verbal and written communication skills, a minimum of three years of experience with executive support, office management, or grants management and will enjoy working within a small team in a mission-driven environment.

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Among the assets and attributes being sought are the following:

- Impeccable integrity;
- High professional standards;
- Strong service ethic;
- Hospitable, positive spirit;
- Ability to relate internally and externally with empathy and respect;
- Ability to work independently including working remotely;
- Detail oriented with an aptitude for database management and utilization of on-line resources;
- Knowledge of general office procedures;
- Basic accounting and/or financial management skills;
- Consistent yet flexible approach to responsibilities;
- Ability to maintain discretion and confidentiality;
- Professional experience working independently or within small offices;
- Proficient with Microsoft Office Suite and Quickbooks;
- Experience with GIFTS Online and on-line board portals such as Directors Desk desirable though not required.

## **THE LOCATION**

The administrative offices of the R. Howard Dobbs, Jr. Foundation are located in the Georgia – Pacific building in downtown Atlanta. For the duration of the pandemic, remote work or a hybrid approach may be utilized.

This is a 35 hour/week salaried position with full benefits. Compensation will be commensurate with experience and comparable to similar positions with other private foundations of similar size and staffing. Given the hybrid nature of this role, three titles will be used for salary benchmarking: Executive Assistant, Office Manager, and Grants Manager.

In a single pdf, please provide your resume as well as a cover letter of no more than one page in which you tell us about the manner in which this position represents a strong fit for your aptitude and professional interests. Your combined cover letter and resume should be submitted to [dweitnauer@rhdobbs.net](mailto:dweitnauer@rhdobbs.net) with “Exec. Asst. & Office Manager” in the subject line by **Monday, November 16**. No phone calls, please.