



Position Descriptions - Administrative and Office Management

The following samples have been collected from NCFP members and are shared as examples only. Job titles that are part of this collection currently include:

- Administrative Assistant
- Executive Assistant
- Interns
- Office Administrative Manager
- Part-time Foundation Administrator
- Program and Operations Manager
- Talent and Human Resources Manager

NOTE: If you have a position description that you would like to share here, or if you would like one of the sample descriptions below removed from this list, please contact ncfp@ncfp.org.

Administrative Assistant

- [Administrative Assistant, Education Leadership \(Wallace Foundation, 2014\)](#)
- [Administrative Assistant for Family Giving Position Description \(Simons Foundation, 2012\)](#)

Executive Assistants

- [Executive Assistant to the President \(Tow Foundation, 2023\)](#)
- [Executive Assistant and Board Liaison \(Powell Foundation, 2021\)](#)
- [Grants Manager and Executive Assistant \(Brinson, 2021\)](#)
- [Executive Assistant & Office Manager \(Dobbs Foundation, 2020\)](#)
- [Executive Assistant and Office Manager \(Smith FF, 2015\)](#)
- [Executive Assistant to Chairman \(Conrad N. Hilton Foundation, 2012\)](#)
- [Executive Assistant, Legal Office \(Packard, 2012\)](#)

Grants Manager and Executive Assistant

- [Grants Manager and Executive Assistant \(Brinson, 2021\)](#)

Interns

- [Intern Job Description \(Pritzker FF, 2019\)](#)
- [Internship Program \(Mayberg FF, 2019\)](#)

Office Administrative Manager

- [Office Administrative Manager \(Sunlight Giving, 2023\)](#)

Part-time Foundation Administrator

- [Part Time Foundation Administrator \(Schlessman, 2021\)](#)

Program and Operations Manager

- [Program and Operations Manager \(TSF, 2014\)](#)

- [Program Operations Manager \(Packard Foundation, 2014\)](#)

Talent and Human Resources Manager

- [Talent and Human Resources Manager \(Bush Foundation, 2023\)](#)