



THE
KLARMAN
FAMILY
FOUNDATION

Office Coordinator

About The Klarman Family Foundation

The Klarman Family Foundation seeks to identify areas of unmet need and to advance solutions to addressing them. Our intention as a Foundation is to help make measurable progress in improving the lives of others. Founded in 1990, The Klarman Family Foundation granted approximately \$90 million in 2023 to advance its philanthropic interests.

The Foundation's work is guided by the following principles and values:

- Approaching their work with a seriousness of purpose and evaluative rigor, and with an openness to tackle issues in new ways.
- Approaching their work with a sense of urgency and willingness to invest based on the opportunities to make a difference, rather than the limits of an annual grantmaking budget.
- A belief that the preservation of democratic norms lies at the core of all of their work and that a healthy democracy is crucial to all the Foundation seeks to achieve.
- A commitment to acting in partnership with other funders as opportunities to learn and leverage greater impact.
- Applying what they learn to improve their philanthropic practices and outcomes.

The Foundation's grantmaking spans several areas of interest:

- Ensuring a healthy democracy
- Advancing health equity and community wellness
- Strengthening vibrant communities
- Supporting Jewish communities and Israel

These issues are complicated, requiring new and creative thinking and persistence over time. With a commitment to learning and assessing impact, these categories and strategies may evolve, but the dedication to applying best practices in philanthropy will remain unchanged.

About the Office Coordinator opportunity

The Foundation is seeking a proactive and organized administrative professional with operations experience for a new Office Coordinator role. The Office Coordinator will be a critical team member responsible for supporting the day-to-day operations and administrative functions of a hybrid office. The role will oversee guest services and reception, ensuring a welcoming, hospitable, and organized environment for all staff and visitors. The Office Coordinator will also provide cross-organizational support to our fast-paced team, including calendaring, travel, catering, event support, inventory management, and other special projects as needed. This position will report to the Manager, Administration and is in-person, five days a week, at the Foundation's Boston office.

Office Administration and Operations Support

- Manage guest services and reception; welcome and assist all staff and office visitors
- Responsible for registering visitors in the building's tenant portal
- Responsible for inventory management, ordering and restocking office and kitchen supplies

- Ensure that the office is organized and tidy, including reception, workroom, conference rooms, kitchens, and all common areas
- Daily management, collection, and distribution of mail and deliveries
- Maintain the Foundation's conference room calendars and master calendar (all-staff gatherings and trainings, staff birthdays, work anniversaries, office closures, etc.)
- Answer and triage incoming phone calls with high level of customer service

Meeting and Event Support

- Provide support and assist in planning for internal and external meetings, as directed by Manager, Administration
- Serve as the primary point of contact for catering needs; maintain a diverse selection of catering vendors
- Support all meetings at the Foundation, executing meeting set-up and breakdown; support the production and dissemination of meeting materials and presentations; and confirm audiovisual (AV) readiness, and troubleshooting any issues with Tech Team that arise during meetings
- Support the administrative team with post-meeting evaluations to assess success and areas for improvement, ensuring continuous enhancement of future meetings and events

Chief Operating Officer Support and other cross-organizational projects

- Provide general administrative support for the Chief Operating Officer; proactively manage and organize the COO's calendar to optimize their time, performing regular calendar audits and adjusting the calendar as needed for conflicts, time-sensitive issues or shifting priorities.
- Operational support to internal teams, including meeting scheduling, travel coordination with travel agency, data entry, document management, copying, filing, and other special projects as needed
- Prepare and edit documents and communications, and assist in the development and distribution of meeting materials, agendas, travel itineraries, and presentations
- Provide back up support for the Office Associate and other administrative functions in the organization

Skills & Knowledge Qualifications

The Foundation recognizes that a person's skills and competencies can be gleaned in many ways, including life experience. If you do not meet all the qualifications listed, you are still encouraged to apply for this position.

- At least two years of relevant professional experience with administrative support, event support, project management, or comparable experience
- Exceptional interpersonal and client service skills, ensuring positive and professional interactions with internal and external stakeholders
- Excellent judgment and demonstrated commitment to handling confidential matters with discretion
- Proven organizational and time management skills, with the ability to work both independently and collaboratively
- Ability to anticipate issues, adapt to shifting priorities, effectively undertake multiple projects simultaneously, and meet deadlines in a fast-paced work environment
- Strong written and verbal communication skills
- Highly resourceful and enthusiastic team player with a positive demeanor, humility, flexibility, creativity, and a strong work ethic; willingness to do what it takes to get the job done
- Experience working collaboratively with other support positions to ensure seamless coverage
- Tech savvy; ability to problem solve on a variety of hardware and software applications
- Master proficiency in Microsoft Office Suite (Outlook, Word, Excel and Power Point), Adobe Acrobat, and Zoom is required

- Dependable and punctual, ability to maintain consistent in-office hours from Monday through Friday, 8:30am to 5:30pm, with occasional requirements to work outside these hours as needed
- Alignment with the Foundation's principles and values

This is a non-exempt position in The Klarman Family Foundation Boston office. The salary range for this position is expected to be \$60,000 – \$72,000 depending on prior experience and skills. Comprehensive benefits for this position include health and dental insurance with a flexible spending account and dependent benefits, a pre-tax transit account, a 403(b) retirement plan with employer contribution, paid vacation, paid sick time, and paid office closure days (with December 25 – January 1 off every year). The Foundation is committed to professional growth and development for all employees and to the continued learning and practice required as an organization to build and foster a diverse, equitable, and inclusive workplace.

All Foundation employees are required to be vaccinated for COVID-19 as well as boosted, and the Foundation will require any new employees to be fully vaccinated and boosted by their date of hire, absent a medical or religious accommodation as approved by the Foundation.

The Klarman Family Foundation's commitment to diversity includes the recognition that our mission is best advanced by contributions of people of diverse backgrounds, beliefs, and culture. Recruiting and mentoring staff to create an inclusive organization that reflects the diverse communities that we serve is a priority, and we encourage applicants of all ages, cultures, races, colors, religions, national or regional origins, disability status, sexual orientation, gender identity, veteran status, or other status protected by law.

More information about **The Klarman Family Foundation** may be found at: www.klarmanfoundation.org

To Apply

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Candidates are to submit a cover letter, outlining their interest and qualifications, along with their resume to our staffing partner, Beacon Hill Staffing (David Tyburski) via email at: dtyburski@beaconhillstaffing.com.