

J. J. Keller Foundation, Inc.

Foundation Administrator – J. J. Keller Foundation (part-time, 60%)

For 30 years the J. J. Keller Foundation (JJKF) has supported the most vulnerable people in the Greater Fox Valley Region (Oshkosh to Green Bay). JJKF strives to eliminate the causes and consequences of poverty to support the programs and organizations working closest to the needs in our communities. Through grants, training and development, and convening critical partners, JJKF gives voice to the neglected to design and test solutions, eliminate barriers and inefficiencies in the systems. To date, JJKF has awarded \$70 million in grants throughout Northeast Wisconsin.

JJKF exemplifies the grit and generosity of our founders, Jack & Ethel Keller. The foundation is a private, family foundation founded on the recognition that “there is a Calcutta in your own back yard.” JJKF operates with a passion for making a difference. An early partner in the formation of the Basic Needs Giving Partnership to exemplify collaboration and embrace risk-taking alongside nonprofit and funding partners; founder of SILE (Social Innovation Leadership Experience); catalyst for the formation of collaborative organizations such as Catalpa; Convener of key partners to create efficient solutions to address critical needs, such as the centralized distribution of free PPE for nonprofit organizations during Covid – the J. J. Keller Foundation is a leader in innovation and collaboration in the social sector. For more information, please visit the Foundation’s website at www.jjkellerfoundation.org

Position Overview

As a key partner to the Executive Director, the Foundation Administrator oversees the Foundation’s back-office systems and day-to-day responsibilities ensuring stakeholders have the information and resources they need for optimal engagement. The ideal candidate identifies and escalates issues, gets excited about creating efficient processes, and is eager to advance the foundation into the next chapter. This is an exciting opportunity to guide a well-established and influential family foundation and make a difference in our community. The Foundation Administrator exercises excellent judgement as a steward to the Keller family, community partners and board; creates and nurtures relationships through collaboration, service, and candor. This position is a hybrid position, partially remote and housed in Neenah, Wisconsin

Key Responsibilities:

Operations Management

- Maintain operating policies and procedures, collaborate with Executive Director and staff to respond to changing priorities
- Provide oversight to the operations and make recommendations that increase efficiency, maximize operational budget, and nurture team culture
- Maintain financial records for in-house accounting activities (transfer of funds, grant payments, and operations accounting). Align finance procedures with overall operations.
- Point of contact for questions regarding accounting processes and procedures
- Point of contact with vendors for administration of PEO (HR System), IT Services, and Grant Management Systems
- Engage with the Executive Director as a thought partner to improve the experience for staff, grantees, partners, and board members

Database Management

- Serve as the administrator for the Foundation’s grant management system, tracking programmatic activity, maintaining accurate and timely records and reporting, and ensuring effective and efficient processes throughout all stages of the grant cycle
- Manage the online grant and constituent management systems, Bromelkamp’s AkoyaGo
 - Research and implement ongoing database optimization measures
 - Develop workflows to create operational efficiencies through automations

- Enhance dashboards for users through PowerBI data visualizations to make data meaningful in operational context for staff and board members
- Support grantees in troubleshooting application needs, manage the back-end constituent data
- Ensure the confidentiality and integrity of constituent information and financial data

Administrative Support

- Support staff with granting process by compiling impact reports and grantee application materials for committee and board review
- Assist on special projects as needed to support communications and logistics coordination
- Contribute to external communication efforts, including email newsletters, social media postings, and website management
- Prepare J. J. Keller Foundation Board meetings by compiling reports, collecting materials from staff and partners in alignment with agenda items, and distribute materials to all board members in advance of the meeting
- Schedule and coordinate logistics for all board and committee meetings.

EXPERIENCE/QUALIFICATIONS

The Foundation Administrator must believe in and be a passionate advocate for our mission. A strong applicant will possess these qualifications:

- Minimum four years of operational and office management experience, preferably with experience in a foundation or grantmaking program
- Proficiency with a wide range of software and engagement tools, including CRM systems, Constant Contact, mail merges, Microsoft Office tools (Outlook, PowerPoint, Excel, and Word), and basic technical troubleshooting
- Proficient in verbal and written communication skills to assist with sharing updates and working through challenges with key stakeholders.
- Bachelor's degree preferred but not required
- Self-motivated with excellent organizational skills and the ability to successfully juggle multiple priorities
- Agile and resourceful problem solver with a solutions-over-obstacles approach
- Excellent judgment and discretion in handling confidential and sensitive information

Compensation: Salary range starts at \$36,000 for 24 hours/week. JJKF offers a limited and tailored benefits package, including pro-rated vacation and sick leave, on-site health clinic, state of the art work out facility and 401k match.

Interested applicants should submit a resume and cover letter to Heidi Dusek by email hdusek@jkkeller.com For best consideration, apply by March 31, 2022.