



Position Description

Foundation Administrator (40 hours per week)

Location: Boston, MA (in-person 3 days per week)

Reports to: Impact Partner

Background

The Imago Dei Fund (“Imago Dei”) is a private grant-making foundation that dedicates its resources to bringing about a more just, free, and sustainable world. Founded in 2009 by Emily and Ross Jones, Imago Dei is a faith-inspired foundation working across faith and secular lines to fund social change, to enter into partnerships that expand the impact of the foundation’s philanthropic goals, and to catalyze movements that are transforming the deeper roots of injustice and working to restore wholeness to our world.

Position Responsibilities

The Foundation Administrator is responsible for the general administration of office operations. This includes providing day-to-day administrative support to Imago Dei’s leadership and 12-person team, office management, and support to the overall functioning of the Imago Dei Fund. The duties and responsibilities of the person in this role will include, but may not be limited to:

- Provide meeting support for the Imago Dei Team, Board of Trustees, and Advisory Board (including meeting planning, scheduling, room reservations and set-up, food orders, distribution of materials, and note taking).
- Assist with Leadership Team communications, including taking calls and responding to emails, as requested.
- Support calendar management, travel planning, and expense reporting for the team.
- Handle coordination and execution of foundation events, as requested.
- Organize and lead regular Operations Team meetings.
- Manage general office operations including vendor and contract management, office supplies, mail delivery, and lease agreement.
- Procure computer hardware and software, office furniture, and other materials for team members, when needed.
- Support periodic reviews and ongoing compliance with organizational policies and procedures.
- Perform annual review of all business insurance policies and manage and administer organizational insurance requirements.
- Create and maintain processes for the organization of Imago Dei's shared drive and file structure.
- Coordinate employee recruitment, onboarding and offboarding.
- Support special initiatives of the Co-Founder (Emily Nielsen Jones), including her work on the Girl Child Long Walk project.

- Collaborate with a wide range of internal and external stakeholders.
- Oversee special projects as needed.

Qualifications

An excellent Foundation Administrator candidate is a highly motivated professional who is well aligned with Imago Dei's core values and excited to contribute to its mission and vision. The ideal candidate thrives in a fast-paced environment with a team of energetic, mature, mission-driven professionals. The position requires a high degree of organization, flexibility, and reliability to appropriately set priorities and manage multiple responsibilities. The ability to work well within a collaborative team and embrace an inclusive and equitable work environment is essential.

- Extensive administrative experience
- Facility with database management, Google Tools, and Microsoft products, familiarity with CRM software such as Salesforce, and ability to learn other software as needed.
- Strong planning and organizing skills with the ability to use time efficiently, work proactively and independently, and develop and execute realistic action plans.
- Resourceful with good judgment and strong problem-solving skills. Self-starter. Comfortable navigating ambiguity. Flexible and adaptive.
- Ability to prioritize and perform multiple tasks seamlessly, including pivoting between projects on short notice, while maintaining keen attention to detail and quality outputs.
- Excellent written and oral communication skills with the ability to present information clearly and succinctly.
- Strong interpersonal skills and emotional intelligence with the ability to represent Imago Dei in a variety of settings and engage effectively with a range of stakeholders.
- High integrity, a positive attitude, a sense of humor, and grace under pressure.
- Proven ability to work collaboratively and help build a positive team culture.

Imago Dei provides a competitive salary and benefits package.

If interested in applying, please submit a cover letter and CV to jobs@imagodeifund.org.