

JOB ANNOUNCEMENT

The Foundation Roundtable Administrative Consultant (Part Time) Santa Barbara County

The Foundation Roundtable (Roundtable) is an association of local Grantmakers, mostly private foundations, operating in Santa Barbara County. The Roundtable is looking for an Administrative Consultant, who will be responsible for the smooth functioning of the group, including working with the Roundtable President, Executive Committee, and Roundtable Membership to help create an environment where funders can learn about: key issues in the community, foundation management, emerging issues in the field of philanthropy, and other topics; in order to better meet the needs of the community. As much as anything else, the Administrator is a liaison, between Members, and between the Roundtable, local non-profits, and the community as a whole. As such, this position requires excellent personal and communication skills, discretion, curiosity, and a strong desire to make a difference in the lives of Santa Barbara County residents by supporting philanthropy.

The position has four primary functions:

- Administration of the Roundtable, including managing the partnership with the host organization, the Santa Barbara Foundation.
- Organizing monthly roundtable meetings and other educational and social events and activities.
- Supporting the Partnership for Excellence Conference (an annual conference for local non-profit organizations sponsored by the Foundation Roundtable).
- Other tasks as needed.

Administrative Duties:

- Develop and maintain contact and positive relationships with Roundtable Members and support Roundtable leadership in fostering a culture of mutual support and engagement.
- Prepare annual budget, track income and expenses, review monthly financials, prepare requisitions for all invoices incurred by the Roundtable.
- Manage all aspects of the dues process.
- Oversee payment of bills.
- Maintain the schedule of the annual activities of Roundtable activities.

Monthly Meetings and Other Educational and Social Events and Activities:

- Maintain positive relationships with the non-profit community and others to learn about emerging issues in the community that might be of interest to Members of the Roundtable.
- Respond to Member and community requests for presentations and information sharing at Roundtable meetings and events, and track potential presentation ideas from community and Members.
- Meet with the Executive Committee to select discussion topics for monthly Roundtable meetings.

- With the Roundtable President, manage all aspects of the monthly meetings, including setting the agenda, sending notices and reminders, preparing materials, taking meeting notes, and managing all meeting logistics.

Partnership for Excellence Conference:

- Hire coordinator and review and oversee contract.
- Arrange date and contract with the hotel location of the conference.
- Work in partnership with the coordinator, steering committee, and committee chairs around all aspects of the conference.
- Manage all aspects of PFE sponsorship.
- Review monthly financial report from Santa Barbara Foundation for accurate accounting of the receipts and expenditure of funds for the conference.

Other Roles:

- Support recruitment of new Roundtable Members.
- Maximize opportunities to grow philanthropic interest and alignment throughout the County.
- Represent the Roundtable in the community as requested or needed.
- Follow the bylaws process when engaging new Members.

The Administrator is an independent contractor, under contract with the Santa Barbara Foundation for this purpose. This is currently a quarter-time commitment, with the number of hours per week being flexible based on workload, with a compensation range of \$22,000 to \$26,000 per year. The Administrator will work remotely except for attendance at meetings and events.

TO APPLY

We welcome interested candidates to send a resume and cover letter outlining your skills and qualifications to: Executive Committee, The Foundation Roundtable, applyroundtable@gmail.com
Please save and upload your documents in one combined pdf document.

We invite applications by the first deadline date of November 11. Applicants will be reviewed on a rolling basis so we encourage you to apply early. Position is open until filled.

Inquiries may be directed to our Search Consultant Nancy G. Weiss at the email above.

Equal Opportunity Contractor