



POSITION ANNOUNCEMENT

Senior Director of Office Administration

COMMUNITY FOUNDATION OF GREATER DES MOINES

For over 50 years, the Community Foundation of Greater Des Moines has improved quality of life for all by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. We're simply better together.

PURPOSE OF POSITION

The Senior Director of Office Administration role combines administrative, operational, and organizational responsibilities and projects to enhance efficiency, consistency, and proactive administrative management. The role ensures cohesive implementation of policies and tools, oversees administrative staff, manages vendor relationships (e.g., IT and facilities), and supports HR functions, employee onboarding and office administration. The position requires high-level project management and a strategic approach to addressing organizational needs and opportunities.

CORE COMPETENCIES

Self-starter | Initiative | Analysis & Reasoning | Attention to Detail | Project Management

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements include excellent interpersonal and communication skills, both written and verbal, the ability to effectively present information to internal and external audiences, a proven ability to manage multiple projects and tasks simultaneously, display strong leadership and supervisory skills, ability to apply strong time-management and a thorough understanding of, or ability to quickly learn, the office equipment, recordkeeping systems, management information systems and related protocols used in the organization. This position requires a firm knowledge of the Microsoft Suite of services, the ability to learn new software tools and previous database management experience.

EDUCATION AND EXPERIENCE

Bachelor's degree in business administration or related field preferred; or equivalent combination of education and experience will be considered. Five to seven years of related experience, including three years in a supervisory capacity required.

SALARY

The Community Foundation is committed to pay equity and provides a comprehensive compensation package which includes annual salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or upon inquiry.

APPLICATION PROCESS

Interested applicants should submit their resume, cover letter, salary requirements and three references to Chelsy Foy at foy@desmoinesfoundation.org. This position will be filled when a qualified candidate is identified.

Don't meet every single requirement? At the Community Foundation we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job posting, we encourage you to apply anyway. You may be just the right candidate.

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.