



## **Executive Manager**

West Marin Fund is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin, California. The Fund provides grants and training for local nonprofits, and convenes key stakeholders to help identify and fund equitable solutions to challenges facing people who live, work and visit in West Marin.

### **Position Summary**

The Executive Manager plays an important role in ensuring the smooth functioning of West Marin Fund's activities to further its mission and growth. These include management of Board and Advisory Council meetings and materials; management of the West Marin Executive Director Group; administration of our donor Steward program; and organizing governance and administrative infrastructure and procedures into an integrated system to increase organizational efficiency. The Executive Manager works closely with and reports to the Executive Director. Our offices are located in Point Reyes Station, California.

### **RESPONSIBILITIES:**

#### **Governance and Leadership Management (45%)**

- Manage Board and Committee meetings, materials, minutes, calendar, and other documents.
- Plan and manage Advisory Council and West Marin Executive Director Group meetings.
- Maintain up to date Board and Advisory Council information; provide as needed orientation and training.
- Support fiscal year planning processes and reporting.
- Complete Executive-level tasks as requested by Executive Director or Board Chair.
- Maintain constructive working relationships within the organization, among donors and advisors, and with West Marin nonprofits.

#### **Systems Management (35%)**

- Ensure integrated planning of organizational activities, including grant cycles, program and fundraising events, and multi-stakeholder planning processes.
- Improve and maintain administrative system for Steward program and donations.
- Manage and run office facilities and Information Technology; standardize operational procedures.
- Ensure policies, systems, and procedures are up to date and meet compliance requirements.

#### **Management Support (20%)**

- Prepare organizational and program documents, correspondence and reports.
- Fulfill other duties on a regular, as needed or required basis, such as managing recruitment processes, and ensuring compliance with requirements in areas of insurance coverage, occupational health and safety, State and Federal employment and labor law.
- Support Executive Director and Executive Committee to work efficiently.



West Marin Fund is staffed by a small team of highly qualified professionals comprised of the Executive Director, Executive Manager, Outreach Director and Administrative Associate, with additional expertise provided by consultants on grantmaking and fund management.

## **QUALIFICATIONS:**

### Required Experience and Skills:

- Undergraduate or bachelor's degree preferred or equivalent education and experience.
- Minimum of three years of relevant work experience in the nonprofit or philanthropic sector directly supporting top leadership and board governance management.
- Well-organized, self-starting, and independent with the ability to multi-task, set priorities, manage and track projects, and meet deadlines.
- Ability to manage and perform a full range of day-to-day to high-level administrative work with attention to detail and a high level of accuracy.
- Culturally competent in working with individuals and groups of diverse racial and socio-economic backgrounds.
- Commitment to equity and social justice.
- Demonstrated ability to problem solve, take initiative and to accept direction or seek guidance, with strong decision making and time management skills.
- Technologically savvy with proficiency in MS Suite (Excel, Word, Outlook), plus experience using presentation software, shared project management tools, and remote meeting management.
- Proficiency with databases. Familiarity with Foundant C-Suite and GLM a plus.
- Strong written and verbal communication skills and high level of interpersonal skills: e.g., listening, empathy, willing to assist others, flexible attitude.
- Ability to maintain confidentiality and respect for values-based work.
- Commitment to ongoing learning.

### Preferred Experience:

- Knowledge of West Marin.
- Spanish-speaking.
- Experience with complex, multi-stakeholder efforts.
- Experience or knowledge of rural community foundations.

## **COMPENSATION AND BENEFITS**

- Full time exempt position (40 hours week), willing to consider 80% (32 hours)
- \$65,000-\$80,000, based on experience and qualifications
- Paid vacation, sick leave and HRA health benefits available from first day of employment
- Up to fully remote, with 8-10 hours/week in office in Point Reyes Station preferred
- Flexible work schedule
- Professional development and training

**TO APPLY:** Please send a cover letter that summarizes how this position fits with your experience, skills and interests and your resume to: [jobs@westmarinfund.org](mailto:jobs@westmarinfund.org)



*West Marin Fund is an equal opportunity employer committed to diversity, equity and inclusion.*

**For more information about our work, please visit [www.westmarinfund.org](http://www.westmarinfund.org)**

No phone calls, no walk-ins, no recruiters.