

THE KRESGE FOUNDATION

Position Announcement

Administrative Assistant – Investments/Human Resources

The Kresge Foundation is a \$2.8 billion private, national foundation with programs that are local, national, and international in scope. In 2008, we awarded 342 grants totaling \$181 million.

The Kresge Foundation has as the centerpiece of its grantmaking nine values that focus its decision making and reflect its strategic priorities. We apply our values criteria to the six fields of interest within which we work – health, the environment, arts and culture, education, human services, and community development. In partnership with our grantees, we seek to influence the quality of life for future generations by creating access and opportunity in underserved communities and by advancing environmental sustainability.

In Michigan, we are deeply committed to the revitalization of the City of Detroit and the surrounding region and expect this work to lead to the development of models that can be replicated successfully in other challenged communities.

For more information on our fields of interest, grantmaking, and the nine values that guide our work, please visit our website, www.kresge.org

Available Position: Administrative Assistant – Investments/Human Resources

The Kresge Foundation has an immediate opening for an Administrative Assistant to primarily provide administrative support to the Chief Investments Officer and the Investments team, while providing additional light support to the Human Resources team.

Primary responsibilities of the Administrative Assistant position include:

- Schedules meetings, coordinates calendars and confirms appointments for the Chief Investments Officer and Director of Human Resources and provides other administrative support to their respective departments.
- Prepares mailing and shipping of materials; makes copies, scans, collates, and prepares binders; prepares Fed Ex labels, and completes mailings.
- Scans documents and maintains investments records including legal documents, manager presentations and meeting notes in the investment data warehouse (Tamale).
- Supports Investment staff in setting up all new and potential accounts in Tamale.
- Acts as the gatekeeper to the Investments department and determines the relevance of all incoming correspondence.
- Creates and maintains all Investment and HR contacts.
- Coordinates travel, accommodation arrangements, and itineraries for multiple international and domestic travelers.
- Coordinates and schedules Investments and HR meetings.
- Supports Investment staff in the preparation of partnership/manager legal agreements.
- Management of paper and electronic files for the Investment and HR departments.

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- Performs other general administrative support duties as requested.

Qualifications:

- Associates degree or high school diploma plus equivalent years of experience, including course work in business communications, office management, and related areas.
- A minimum of 3-5 years of administrative or office experience, including advanced computer skills. Previous executive support experience preferred.
- Previous experience coordinating international travel for multiple travelers required.
- Strong interpersonal and communication skills necessary to interact as a team member with Foundation colleagues with a strong understanding of the importance of being discrete and confidential.
- Experience with advanced Microsoft Word (preferably 2007), Microsoft Excel, PowerPoint, and other software are essential to accomplishing the work of this position.
- Must be willing to collaborate across departments and exhibit Kresge values through daily interactions and willing to take initiative.
- The ideal candidate would also encompass a strong attention to detail, intuitive thinking with the capability to work with minimal direction, and the ability to prioritize a challenging workload.

Please send cover letter along with your resume to careers@kresge.org

Closing Date: January 31st, 2010

The Kresge Foundation is an Equal Opportunity Employer and we welcome a diverse pool of candidates.