

**Organization:** John R. Oishei Foundation

**Title:** Manager of Administration

**Location:** Buffalo, NY

### **About the John R. Oishei Foundation**

The John R. Oishei Foundation (“the Foundation”) is a private, place-based (working in the Buffalo-Niagara region of New York State) foundation that was established in 1941 and has approximately \$315 million in investments and a budget of approximately \$15 million per year. The Foundation currently has 9 staff positions and anticipates growing to up to 17 in the next year.

The Foundation has been a leader in supporting some of the most notable and consequential projects in the Buffalo Niagara region, such as developments on the Buffalo Niagara Medical Campus that include the University at Buffalo’s Jacobs School of Medicine and Biomedical Sciences and The John R. Oishei Children’s Hospital, for which the Foundation made a \$10 million commitment. The Foundation, in partnership with the Community Foundation for Greater Buffalo and an unprecedented coalition of business, civic, and public sector leaders, also served as a key partner in an effort to bring Say Yes to Education to Buffalo, in support of the education continuum beyond grade 12, which has been a recognized gamechanger in Buffalo.

### **Strategic Plan & New Direction**

In 2023, the Foundation completed a strategic planning process focused on research and data on the state of the Buffalo-Niagara region. This work highlighted significant racial inequalities and demonstrated that while the region has enjoyed a revitalization in the last decade, highly segregated communities, particularly on the East Side of Buffalo, have seen only modest or no improvements in decades.

As a result of that work, the Foundation set a new direction and shifted its focus to address the root causes of racial inequity, starting with Black communities on Buffalo’s East side. This new strategic direction shifts the focus from traditional direct service support toward systems change that creates equitable opportunities for financial stability and prosperity—it goes deeper than alleviating the symptoms of disparity and inequity by committing to the challenge of addressing root causes.

The Foundation's new strategic plan will guide its work in the years to come. Review the complete strategic plan [HERE](#). The Foundation's Mission, Vision, and Values, defined through the strategic planning process, are reflected below.

**Mission:** We work with communities to change systems and build financial prosperity for a racially just, vibrant Buffalo-Niagara region.

**Vision:** A thriving, prosperous community for all, where diversity is our strength.

**Values:**

- **Act against racism:** We are actively countering racism and the systemic barriers faced by Black and other residents of color in our region.
- **Build on strengths:** We center colleagues' and communities' agency, strengths, resources, and opportunities.
- **Be trustworthy:** We build and sustain trust through transparency, accountability, and humility.
- **Work together:** We listen to collaborate and build partnerships—across sectors and across differences.
- **Make a difference:** We achieve positive impacts by investing in our own and the region's capacity to learn, improve, and change.

**The Opportunity**

Reporting to the Foundation's Chief Financial & Impact Investment Officer, the Manager of Administration oversees office administration and operations; provides high-touch executive support to the President and Board of Directors; provides administrative services to the leadership team; ensures the efficient operation of day-to-day activities; and supports cross-functional communications and initiatives. This is a dynamic role, requiring a customer-service-oriented individual who is a self-directed, highly collaborative, problem solver and can take on the following responsibilities.

**Responsibilities**

**Office Administration**

- Supervises the Administrative Assistant and oversees (or provides backup for) the following administrative functions:
  - Manages the leadership team calendars and meeting set up (secure location, logistics, technology, materials, etc.)
  - Coordinates travel arrangements and expense reports

- Oversees routine and unexpected facility maintenance, including cleaning, preventative maintenance, construction, renovation, and repair
- Manages inventory, purchasing, and stocking of office/facility supplies
- Prepares and distributes mass mailings and special announcements; assists with and maintains email newsletter, media contacts, and general mailing databases
- Maintains contact lists in coordination with marketing
- Performs general office duties, including reception and kitchen duties
- Assists with accounting, including entering invoices, processing payments, and other finance assistance
- Assists with staff onboarding and tracks staff time-off
- In coordination with marketing and department event lead, provides Oishei event administrative support:
  - Coordinates meeting logistics and provides ongoing communication (reminders, explanations, details)
  - Coordinates and arranges meetings on- and off-site, including managing RSVPs; set-up; clean-up; and ordering food and beverages, materials, supplies, and meeting technology
  - Manages on-site meeting venues, finds suitable off-site locations, builds relationships, tests and operates technology, sets up, cleans up, pays invoices, and sends thank you notes
- Troubleshoots and resolves operational problems for staff members
- Supports outsourced IT firm and acts as a point of contact to the staff for technology issues, including coordinating software and hardware purchases and updates
- Provides support and backup to administrative/operations and programmatic staff
- Manages vendor contracts related to assigned responsibilities

## **Board Liaison**

- Schedules all board meetings (in-person, virtual, and hybrid), including, but not limited to, Board of Directors meetings, committee meetings, and work group meetings
- Attends all board and committee meetings and acts as recording secretary; records minutes; develops and maintains the Board of Director (BOD) calendars for Oishei meetings
- Oversees the production of board materials, ensuring accuracy. Distributes all materials for board meetings, board committee meetings, and board retreats in a timely manner, providing adequate time for board member review. Maintains files of board materials in the Foundation's board software system
- Manages the board software system (BoardEffect) and troubleshoots matters, as needed; provides general board IT coordination, training, and ongoing assistance

- Provides support to all committees by working with the committee chair and the President to prepare and post meeting materials. Supports board, committee, and other meeting details to include catering, supplies (e.g., whiteboards, poster paper, etc.), and coordinates with guest speakers and consultants; provides in-meeting support (share screen, materials, Wi-Fi/IT, etc.)
- Provides general governance committee support (annual forms and surveys, recruitment support, and new member orientation)
- Coordinates, tracks, and documents non-meeting board actions (e.g., e-votes)
- Ensures bylaw compliance and adherence to meeting rules and regulations
- Provides all logistics and concierge support to board members (e.g., parking, attendance, document archive and reference information, and directions)
- Manages the board's participation in community events and board learning opportunities (e.g., communicating about these events, keeping track of who is going, and providing assistance, as needed, with things such as tickets, directions, carpooling/travel, etc.)
- Schedules new board member orientation sessions, as needed; assists with material preparation and dissemination; participates in sessions to orient new board members on annual board meeting schedule, travel, and reimbursement policy

### **President Support**

- Ensures that the President is fully briefed and prepared for meetings, events, and trips, including having the necessary background information for meetings and presentation materials; compiles reference materials, as needed
- Oversees management of the President's calendar; schedules meetings for the President
- Manages work up to and following leadership team meetings (coordinating with leadership team, preparing agendas, attending meetings, preparing meeting materials, taking notes, and coordinating follow-up actions)
- Drafts presentation materials (in coordination with marketing) for the President
- Manages mail and written correspondence for the President, including sending messages on her behalf
- Manages overall process for management of and update of Foundation policies, procedures, bylaws, committee charters, etc.
- Coordinates agendas and schedules for full staff meetings

## **Candidate Profile**

While it is understood that no candidate will offer every desired skill, quality, and characteristic, the following description offers a detailed, aspirational profile of the ideal candidate:

The ideal candidate for Manager of Administration will be a proactive member of the Oishei team and have the ability to take a high-level, systems view, while at the same time being committed to high-quality work with fine attention to detail and accuracy. An operational leader and trusted advisor, the successful candidate will be a team player with excellent interpersonal and collaborative skills and know how to appropriately handle sensitive and confidential information. This person should be comfortable supporting and building relationships with people who have a variety of work styles and personalities, while working independently much of the time. By taking initiative and anticipating future needs, it is also critical that the candidate be an early adopter of new processes and technologies and have the ability to train others in those processes and technologies.

Other key competencies for this position include:

- Strong written and verbal communication skills with excellent writing, editing, and proofreading abilities
- Strong project management and time management skills and an ability to manage work across many priorities
- Experience supporting and working with boards, senior leaders, or in high-level customer service
- Sharp attention to detail and a commitment to producing quality results
- Critical thinking skills and an ability to engage in creative processes that demonstrate a collaborative mindset
- An ability to adapt to change and a variety of work styles and personalities
- An eagerness to support others to be successful; to see issues and inefficiencies; and to identify solutions
- Adept at being a self-starter who demonstrates initiative, problem-solving skills, and an ability to be successful working independently, when appropriate, while also collaborating well with a team
- Demonstrated technology experience, including providing administrative support for complex systems, as well as overall system implementation management
- Highly skilled in MS Office: Word, Excel, PowerPoint, Outlook; familiarity with collaboration and virtual meeting platforms with an ability to learn and implement new software systems

**Location**

The successful candidate must be based in or willing to relocate to Buffalo, New York, and will be expected to work primarily from the Foundation's office, with remote and flex-time availability based on the requirements of the specific work performed.

**Compensation & Benefits**

Salary for this role is anticipated to range from \$65,000 to \$95,000, commensurate with experience. A comprehensive benefits package includes 401k (7% match), as well as health, dental, and vision insurance (100% family coverage by employer).