



ILLINOIS CHILDREN'S HEALTHCARE FOUNDATION
Job Description

TITLE: Administrative Assistant
TYPE: Full-Time
LOCATION: 1200 Jorie Boulevard, Suite 301
Oak Brook, IL
REPORTS TO: Chief Operating Officer
REVISED AS OF: October 12th, 2022

**Are you passionate about the health and well-being of Illinois' children?
Do you desire to influence systems that could result in healthier children,
healthier futures? Come join our dynamic philanthropic team committed to
positively impacting the lives of all children.**

WHO WE ARE

ILCHF is a dynamic, responsive, learning organization, committed to playing an active role in systems change that will enable every child to grow up healthy. As Illinois' only private foundation focused solely on the health needs of children across the state, ILCHF is uniquely positioned to support communities and organizations committed to improving the health of their children, with a specific focus on children's oral and mental health. Prevention and early intervention strategies amplified through education, outreach, and workforce development are integral to the Foundation's work with communities. We believe a healthy child thrives in a state of physical, mental, intellectual, social, and emotional wellbeing and resiliency beyond the absence of disease or infirmity, and fully realizes and sustains their full potential across their lifespan. This is best achieved when children are valued and live within safe and nurturing environments and communities and have access to comprehensive high-quality resources.

Our mission is to cultivate, support, and promote initiatives that improve the health and wellness of children in Illinois. As a grantmaking organization, we do that through listening deeply to communities and organizations, building collaborative relationships, maintaining flexibility in our approaches, and evaluating and sharing information to enable children to thrive.

For additional information about our organization and the organizations we serve, please visit us at www.ilchf.org.

POSITION SUMMARY

The Administrative Assistant will bring a sincere passion for the health and well-being of Illinois' children, ILCHF's mission and vision, and a proactive focus on health equity. They will be driven by the Foundation's philosophy of addressing the needs of the whole child and will commit to evolving approaches to strategic grantmaking, effective collaboration, and stakeholder engagement.

The Administrative Assistant will assist the Foundation team toward the daily operations of the organization by providing administrative support for its various departments and executive team members. In addition to working closely with the entire ILCHF team, the Administrative Assistant will interact with both potential and recipients of ILCHF grants, other stakeholders, including funders, academics, and the Board of Directors, building and maintaining relationships advancing the mission of Illinois Children Healthcare Foundation.

The responsibilities for this staff member fall mainly into two categories: 1) Office Administration and 2) Special Projects:

Office Administration: The Administrative Assistant will work to ensure that established policies/processes are followed, equipment and supplies are maintained, and provide administrative support to the President & CEO and ILCHF team. This team member will work with both building management team, and outside contractors for services provided to the Foundation. The Administrative Manager also will interact frequently with the Board of Directors, both in planning and executing Board/Committee meetings and completing other duties as required.

Special Projects: The Administrative Assistant will work to implement the development and execution of special projects, i.e. statewide meetings or seminars, conferences, and outreach with special outside advisors to the Foundation. The Administrative Assistant will work alone or with the assistance of outside consultants/other Foundation team members. Duties may include handling participant registration, venue management, catering, preparation of support materials and on-site administration.

PRIMARY RESPONSIBILITIES

Office Administration – including, but limited to the following:

- Greet all visitors to the ILCHF office
- Serve as the primary contact for managing phone calls and general inquiries
- Handle all mailing/shipping needs including opening, sorting, and distributing mail.
- Maintain filing systems including hard copy and digital copy files.
- Responsible for the fax/copy/scan activity of documents as needed.
- Maintain and update contact information in ILCHF's Customer Relationship Database Systems (*specifically Blackbaud GIFTS and Mailchimp systems*)
- Manage office inventory and orders such as supplies, stationery, equipment, and furniture
- Oversee maintenance of office equipment ensuring all are in good condition
- Provide exceptionally detailed calendar management and scheduling support to senior department leaders
- Manage expense report process and submission for ILCHF team, Stakeholder travel coordination, vendor payment processing expenses; etc.
- Responsible for accounts payable, completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices
- Responsible for delivering deposits to the local bank office
- Assist with the preparation of pre-read packets and meeting materials for six (6) Board of Directors meetings and thirty (30) committee meetings annually.
- Support the development of reports, memos, letters, presentations, mass mailings, spreadsheets, etc. for various stakeholder engagements.
- On occasion, interface with IT Consultant and assist with website management and content updates
- Supervise kitchen maintenance
- Manage birthday and anniversary greetings activities

Special Projects – including, but not limited to:

- Coordinate meeting logistics and needed support for communication with facilities & ILCHF team for Board of Directors, Committee, and ILCHF team meetings.
- Coordinate Management of attendees, materials & room preparation, and meal and travel reservations for Board of Directors, Committee, and ILCHF team meetings.
- Attend Board of Director meetings, interact with Board Members, record & prepare Board meeting minutes.
- Schedule grantee meetings and conferences for Metro Chicago and Statewide organizations
- Oversee the planning/execution of special event details
- Travel, when required, to execute assigned special events

Other duties as assigned.

KEY SKILLS & ABILITIES

- Excellent customer service skills
- Excellent verbal and written communication skills
- Strong interpersonal and networking skills among diverse constituent groups
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines.
- Creative and innovative thinker, who actively presents new opportunities, proposes solutions, and recommends best practices.
- Exhibits a positive attitude and professional demeanor.

QUALIFICATIONS

- A minimum of 3 years of administrative experience; foundation or other non-profit agency experience a plus
- HS Diploma required; Associate degree preferred
- Experience with grantmaking software; Blackbaud Grantmaking software preferred
- Strong proficiency with QuickBooks, Microsoft Office, and skilled utilizing the Internet for research
- Ability to maintain the highest level of confidentiality with regard to Foundation, Board, and grantmaking information
- Availability to travel throughout the State of Illinois as needed

ILCHF TEAM FUNDAMENTALS

- **Be A Visible Champion of Children’s Health.** Cultivate, support, and promote initiatives that improve the health and wellness of children in Illinois. Look for and seize opportunities to talk with others about what we do. Live the mission.
- **Be an Excellent Team Member.** Be there for each other and be willing to step into another role or help a coworker when it’s required for success. Don’t let your ego or personal agenda get in the way of doing what’s best for the team. Help each other to succeed.
- **Be An Active Learner.** Seek out and take advantage of every opportunity to gain more knowledge to increase your skills and expertise. This includes subject matter both in and out of work. Keep an open mind for new ideas. Be resourceful about learning and sharing best practices.
- **Embrace Diverse Perspectives.** We make better decisions and find better solutions when we consider multiple perspectives, which can be influenced by age, background, ethnicity, race, religion, sexuality, or other experiences. Be open to learning from others and challenge yourself

to understand the lived experience that informs their views. Consider issues through an equity and social justice lens.

- **Keep Things Fun.** While our passion for excellence is real, remember that the world has bigger problems than the daily challenges we face in our work. Stuff happens. Keep perspectives. Don't take things personally or take yourself too seriously. Laugh every day.

WHY ILCHF?

ILCHF offers a competitive salary/benefits package and the opportunity to work with a small, collaborative, and dedicated team.

- Competitive Fulltime Salary – Starting at \$60,000 and commensurate with experience
- Excellent Health, Dental, and Vision Benefit package
- Hybrid Office setting with a requirement of 2 days per week in office
- 15 PTO Days to Start plus holidays
- Professional Development Opportunities
- Tuition Reimbursement
- 401(k) Plan
- An opportunity to create a healthier future for every child.

Please note all ILCHF staff are required to be residents of the State of Illinois and all work, including remote work, is required to be done within the State of Illinois.

CONTACT INFORMATION

Please submit a cover letter and resume via email to Adminjob@ILCHF.org for consideration. Resumes will be reviewed starting January 9th, 2023.

ILCHF is an equal opportunity employer.