



## **ADMINISTRATIVE DIRECTOR JOB DESCRIPTION**

**Classification:** Full Time, Salaried (40 hours per week)

**Office Schedule:** In Person; Flexible Hours

**Salary Range:** \$90,000-\$100,000/year

**Reports to:** President-Elect and Personnel Committee

**Date:** July 2023

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### **Job Summary and Key Objectives:**

The Administrative Director will serve as JLW's key staff member responsible for community outreach, financial operations, and staff management (in conjunction with the Personnel Committee).

### **Key Responsibilities and Tasks**

#### **Strategic Leadership:**

- Provide critical operational information and guidance on resource allocation to the JLW Board, and Councils.
- Provide direct support to the JLW Board, Community Affairs Council, and the Community Placement Councils, including attending meetings when requested.
- Attend Board meetings and Finance Council meetings.

#### **Administration - Financial:**

- Oversee all financial and operational processes, including but not limited to account reconciliation, audit preparations and process, budget process, financial reporting, and office record keeping system, etc.
- Provide support to the Treasurer, Vice Treasurer, and Finance Council.
- Scan and upload credit card statement, bank statement, investment statement, coded swipe simple mobile payment report, and Longford Management report to the monthly close folder between the last day of the current month and the fifth day of the next month.
- Support the Operations Coordinator in managing the contractual relationships for house/security/facilities operations.
- Provide facilities management and oversight for the JLW Headquarters, supporting the Operations Coordinator.
- Serve as staff lead for the audit process.
- Close batches in Members Essentials and Raiser's Edge, ensuring the account and class coding are correct.

#### **Administration-Staffing/Personnel:**

- Oversee and direct the work of professional staff, ensuring annual goals are met or exceeded.
- Actively seek out opportunities for continuous development for Junior League staff.
- Work with the Personnel Committee to identify annual staff performance goals. Where employee annual goals are not being met, work with the Personnel Committee to develop and implement performance plans.
- Mentor and develop employees to ensure their retention and growth.
- Implement disciplinary or other necessary measures if employees fail to meet JLW standards or policies, keeping the Personnel Committee abreast of any actions taken.
- Work with the Personnel Committee to annually assess and, if necessary, address staff structure and employee needs.
- Maintain personnel files in accordance with JLW Document Destruction and Retention Policy.

*The Junior League of Washington is an organization of women whose mission is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training.*

**Physical Requirements:**

- Sitting, standing, and stooping.
- Ability to climb stairs.
- Ability to lift and carry up to 25 lbs. for short distances, up and down stairs.

**Qualifications:**

- Bachelor's degree.
- Experience in office administration. Experience working in an office and/or non-profit environment is considered a plus.
- Familiarity with computer-based applications including, but not limited to, Word, Excel, member database/management systems.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**EEO Statement:**

Junior League of Washington does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**Application Process:**

To apply, please email your cover letter and resume to [president-elect@jlw.org](mailto:president-elect@jlw.org) with "Administrative Director" in the subject line. The deadline to apply is August 15, 2023 and submissions will be reviewed on a rolling basis. No calls or drop-ins please.