



Office Manager / Administrative Assistant

The Eleanor Crook Foundation (ECF) seeks a full-time Administrative Assistant to support our Georgetown, Washington, DC office, and to provide administrative support to our teams and operationally. This is an on-site, in-person role with limited remote flexibility.

About ECF

A child dies of malnutrition every 11 seconds. Although entirely preventable, malnutrition remains the leading cause of death for children, claiming three million lives each year. ECF was founded in 1997 with a single goal: to eradicate global malnutrition. We invest in research that proves what methods work, policy analysis to drive systems reform, and advocacy that makes the case for urgent action to address this global crisis.

ECF is an active investor, and our team of experts prides itself on being accountable and informed. We ask tough questions and go beyond our grantmaking to serve the global nutrition sector as a key convener, advocate, and thought leader. In 2017, the Foundation pledged \$100 million towards the elimination of global malnutrition. Our headquarters in Georgetown will open in the first quarter of 2023.

Responsibilities (include but not limited to):

Headquarters Office Management

- Manage office operations day-to-day; acting as the primary point of contact for staff, visitors, and any in-office issues.
- Perform general office operations, such as tracking expenses, and maintaining office or kitchen supplies.
- Lead on-site vendor relations including managing facilities and fielding any facilities-related issues.
- Develop in-office best practices, and educate staff and guests as needed.
- Act as the main point of contact for in-office meetings including greeting guests, setting up conference rooms, providing materials, and general event support.
- Coordinate cleaning staff and other facilities suppliers to ensure the office is maintained.
- Maintain security codes and access to the building.
- Act as Zoom Phone attendant fielding general calls.
- Receive and distribute any mail or deliveries.

Operations & Program Team Administrative Support

- Provide calendar support including booking meetings and managing calendars.
- Arrange travel for team members as requested (domestic and international).
- Submit expense reports via Tallie adhering to all expense and operational policies.
- Plan and support logistics for ECF-led events. This could include planning details for in-person events as well as supporting virtual convenings of ECF-led working groups or coalitions.
- Maintain Foundation data management through existing systems (e.g. Google Drive).



- Sustain relationships and communicate effectively on behalf of the Foundation.
- Work seamlessly with ECF staff to identify, troubleshoot, and resolve issues in a coordinated manner.

Qualifications:

- Minimum of 3+ years of Office Management and/or Administrative experience.
- Minimum of 3+ years of calendar, travel, and expense experience.
- Experience handling scheduling with multiple complex calendars.
- Ability to take initiative and work independently, and collaboratively as part of a team.
- Excellent organizational skills, with the ability to multi-task and problem-solve.
- Ability to maintain flexibility, demonstrating composure with a high level of professionalism when switching between tasks efficiently in a rapidly changing environment.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and cultural sensitivity. Ability to effectively interact with all levels of US and international-based partners and staff;
- Google workspace and zoom experience preferred.
- Legally authorized to work in the United States.

Physical Requirements:

- The physical ability to travel to assigned locations, stand, stoop, bend, reach, pull, push, lift, grasp, climb, talk, see, hear and perform basic and light maintenance activities, and operate office equipment.
- Move and lift light objects up to 30 pounds such as mail, supplies, files, and equipment.

To apply for this position, please submit your resume, cover letter, and salary requirement to admin@eleanorcrookfoundation.org.