

POSITION DESCRIPTION: ADMINISTRATIVE MANAGER

Are you looking for a mission-driven team making a big impact improving systems for better health, mental health, and wellbeing? Join a team that is passionately committed to improving social connections through network science for improved communities and health outcomes around the world. Visible Network Labs works with national and international partners to track ecosystem data over time to build organizational outcome strategies and enhance personal well-being and health.

Visible Network Labs (VNL) is looking for an Administrative Manager who is a dynamic self-starter eager to provide administrative and operational support to the CEO and VNL team in enhancing the influence and reach of VNL's mission. This position focuses on maintaining a high standard of collaboration and task management, as well as enhancing internal and external communications, improving executive management efficiencies, and facilitating administrative systems. If you are super organized, a gifted communicator and a systems guru yearning for social impact, we would love to hear from you!

Position Description: In this position, you will work closely with the CEO and others on the VNL team to manage administrative tasks, coordinate the hiring process of our growing team, assist with minimal accounting processes, manage appointments, and ensure office efficiency. Additional tasks may grow to include preparing reports and presentations, monitoring grants and contracts, and providing human resource support. The mission of the Administrative Manager is to track all of the administrative details and clear the path for the CEO to focus on the most important parts of our growing business. Additionally, you will support the VNL team to stay organized, schedule and manage meetings/events/retreats, support team communications, and provide support across the company as needed on a daily basis. This position requires a high level of professionalism, appreciating the importance of good judgment, paying strict attention to detail in composing, typing, and proofing materials, establishing priorities, and meeting all deadlines. Strength in technical problem solving based on expertise and experience, and a strong commitment to efficiently achieve high-quality results is required.

Experience in basic budget preparation, Finance, or Grants, Contracts/Human Resources are beneficial for this role. This position works primarily with the CEO to start, and with other VNL teams on an as-needed basis. This position is remote for now with the possibility of having 2-3 days of in person meetings. This position reports to the Chief Executive Officer.

Your work will include tasks in the following areas:

Executive Support:

- Completes a broad variety of administrative tasks including managing the CEO's calendar, scheduling meetings, composing and preparing confidential correspondence, arranging meeting agendas, and monitoring and responding to emails.
- Help set priorities, manage incoming requests, and track deliverables on behalf of the CEO and team.
- Develops documents, presentations, memos and other documents including managing confidential and time sensitive matters with utmost professionalism and discretion.
- Provides excellent internal and external customer service, behaving in a manner that cultivates trust, respect, and teamwork.

- Complete a broad variety of administrative tasks that facilitate the growth of the business and the CEO's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Exercises independent judgment in relieving executive of administrative details and provides a wide variety of general administrative duties in support of the team.
- Develops and maintains internal filing systems, both electronic and paper. Manages, prioritizes, and handles incoming documents, contracts, correspondence, and requests for signature by CEO. Coordinates file tracking with other programmatic and administrative systems.
- Records, tracks, and processes contracts, memorandums of understanding, and Audit reports. Manages reminder system to alert management to pending end dates and initiates required renewal paperwork for administrative authorization and signature.
- Manages executive's virtual office and ensures appropriate supplies, equipment, and materials are available to meet executive needs.
- Provides logistical support for various meetings, performs set-up duties for meetings, takes and disseminates meeting minutes, sends agenda, and other materials as requested.
- Assists in facilitating organizational purchases as assigned, tracks credit card expenditures, and submits expense reports to Bookkeeper as required.
- Contributes to a work environment that is marked by respect for others, that values inclusiveness, builds workforce diversity, and that fosters cooperation and teamwork.
- Responsive, and highly-organized, able to respond quickly to communication across multiple channels.

Human Resources Support:

- Posting job ads for new positions and following up on candidates who apply
- Updating HR database Gusto during onboarding and processing employees requests.
- Coordinates employee onboarding activities working closely with specific team leads.
- Coordinate & organize travel and meeting schedules, including flights, hotels, car rentals, scheduling and other travel related details
- Manage HR operations to include onboarding, compliance, and policies

This position may grow to include*:

Grants, Contracts, and Finance Support:

- Handle all filing and billing for our grants and contracts, send invoices to clients via Quickbooks
- Monitor grant expenditures, budgets, reports and amendments to ensure appropriateness and compliance with all applicable federal and state regulations, award-specific terms and conditions
- Reviews, analyzes and applies international, federal and state laws, rules, regulations, policies and procedures to the administration of projects and recommends revisions to governing documents as changes are anticipated.
- Lead or assist in the development and adjustment of associated budgets for internal and external reporting

- Develop relationships with clients through professional and written and verbal communications, ensuring effective grant management and positioning VNL as open, collaborative and connected
- Assist in the formulation of processes and procedures for implementation grant pre- and post-awards to meet VNL's goals
- Work to interpret applicable regulations and translate into operational policies as required

**Skills and experience are necessary, but we hire on value alignment first, so if you feel you would be a good fit with us, still consider applying. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

Qualifications:

- Bachelor's degree in human resources, business management, finance or related field
- At least three years experience providing administrative support to executive or management personnel
- At least one year experience managing pre and post-award grants and contracts
- At least 2-3 years experience in project/office management
- Effective and timely communicator

Abilities required

- Self-starter: You anticipate what is needed, take initiative and make things happen. If friends or family plan a weekend together, you are invariably the key arranger.
- Systematic: You prioritize. You put first things first and are methodical in executing an ever-changing to-do list.
- Professional: Seasoned analytical, organizational and communication skills (written and verbal). You use Microsoft and Google tools to produce clean, accurate, polished documents so audiences easily absorb content and analysis.
- Adaptable: You thrive in working independently and as part of a team. You find roles with flexible parameters energizing.
- Curious: You are self-motivated and driven. You invigorate others with your smarts, curiosity and sensitivity to context.
- Organized: You have strong project management and time management skills; highly organized, detail-oriented, with a commitment to work independently and as part of a team.
- Interpersonal: You are both service-oriented and a strong behind-the-scenes leader; the ideal candidate effectively manages multiple projects and tasks simultaneously; must have excellent organizational, interpersonal & problem-solving skills.
- Proven ability to exercise good judgment and high level of discretion, with exceptional administrative and organizational skills, and the ability to maintain balance among multiple competing priorities.
- Highly intelligent, creative, agile and nimble, and enjoy working in an entrepreneurial/startup environment that is mission-driven, results-driven, and service-oriented.
- Microsoft Office Suite (including but not limited to Word, Excel, PowerPoint and Outlook) and other tech platforms like Slack, Zoom, and Google Workspace.

Not required but nice to have:

- Strong fiscal management skills (budgets, trackers, analysis).

Job Type/Pay: Full-time, salaried/exempt, with a salary between \$54-64K, based on qualifications. You'll receive competitive pay, benefits package (including medical, dental, vision), 401k and other benefits.

About us: Visible Network Labs (VNL) is a social enterprise with a mission to support the use of data-driven strategies to coordinate ecosystems of people, organizations, and communities to achieve outcomes. We provide training, evaluation and research opportunities for collaborative innovation, and technology-based tools that help people leverage network science to strengthen supportive connections and improve the outcomes of their work.

VNL is a small team with a strong positive culture that anticipates growing over the coming months in several areas including training, research and evaluation, and technology. Our team is made up of people focused on our core values and reaching goals for ourselves and our partners. We have a long history of working with the public, private, and nonprofit sectors, and over 20 years of doing training, facilitation, network, development and systems evaluation work. A sample of our clients include the Bill and Melinda Gates Foundation, Robert Wood Johnson Foundation, County Health Rankings and Roadmaps, ReThink Health, Kaiser Permanente, Veteran's Administration, Help Me Grow, and dozens of other foundations, public health departments, universities, and other nonprofit, public, and private sector clients.

When applying

Submit your resume, cover letter, and contact information for 3 references to kelly@visiblenetworklabs.com. Job is open until filled.

Be prepared to discuss and demonstrate your skills in a collaborative interview.

In your cover letter let us know a little more about you. What do you like to do? What makes you interested in Visible Network Labs? Do you have experience with social network analysis, ecosystem building, or data-driven strategies? What skills can you bring to an agile team?

Thanks for your interest in applying! We are excited to hear from you!

VNL is an equal opportunity employer. All employment decisions at VNL are based on business needs, job requirements and individual qualifications without regard to race; color; religion or belief; gender identity or expression; national origin; political affiliation; sexual orientation; marital, civil union or domestic partnership status; mental, physical or sensory disability; genetic information; age; HIV status; membership in an employee organization; pregnancy; parental status; military service; or any other status protected by law. Candidates who are underrepresented in the field of computer science, computer programming, software development, and technology are strongly encouraged to apply.
