

Sunlight Giving

Office and Administrative Manager

About Us

[Sunlight Giving](#) is a private family foundation that supports local, regional and national organizations that ensure young children and their families living in poverty in greater Silicon Valley have access to the resources they need.

Sunlight Giving is one part of a family of philanthropic entities we collectively refer to as Wildcard Giving. In addition to Sunlight Giving, Wildcard Giving includes two “sister” donor advised funds, [Acton Family Giving](#) and [Solidarity Giving](#). Together, they are committed to community through a common set of values, grantmaking practices, and staff.

Wildcard Giving believes our endowment and purpose sit in the public trust. We have established an approach centered on valuing the power and wisdom of our grantees and the communities they serve. Our practice is grounded in trust, transparency and equity and prioritizes long-term flexible funding and minimizing the time and effort we ask of our grantee partners.

Summary

The Office and Administrative Manager will handle a wide variety of tasks and collaborate with our collective 13 person team. This role will manage our daily office operations to ensure that our staff members, vendors, and grantee partners have the support they need to function effectively.

The Office and Administrative Manager must be both an independent self-starter and a collaborative team player. A successful candidate will have excellent judgment and the ability to triage and execute tasks with a high level of confidentiality and discretion.

Above all, we are looking for someone who is willing to pitch in and do whatever needs to be done to support our team and our grantee partners. This could mean ordering supplies and coordinating maintenance of facilities and equipment, researching event vendors and planning a staff offsite, troubleshooting an issue with one of our grantee partners, or proposing and tracking areas of our operating budget.

As a critical member of the Wildcard Giving team, attendance in our office is an essential aspect of this job.

Core areas of responsibility:

- Manage day-to-day office management tasks and processes
- Coordinate with external vendors that support our office and staff
- Plan and execute logistics for internal meetings, small events and gatherings
- Assist with grants data entry and data integrity
- Assist with handling of confidential financial data
- Manage assigned projects, timelines and budgets
- Represent Wildcard values through interactions with our partners
- Collaborate with entire Wildcard staff and positively contribute to our organizational culture

Essential competencies for this role:

- Highly organized and detail oriented
- Flexible, adaptable, and willing to work on a wide variety of tasks
- Efficient, effective, and capable of triaging a high volume of tasks/deadlines
- Strong sense of ownership, accountability, independence and initiative
- Sound professional judgment
- Experience managing sensitive or confidential data
- Enthusiasm for continuous learning and skill-building
- Collaborative; able to communicate with clarity and empathy for both internal and external stakeholders

Relevant competencies for this role:

- Lived experience with issues we address/communities we serve
- Professional experience in nonprofit sector/understanding of grantee perspective
- Operations experience
- Project management experience
- Experience applying a racial equity lens and commitment to ongoing individual and collective learning on diversity, equity, inclusion, and justice
- Proficiency with Google Workspace, Asana, Excel

Not required for this role:

- People management experience
- Advanced data management skills
- Grants management or philanthropy experience
- Nonprofit program development/analysis skills

Hours: The Office and Administrative Manager is a non-exempt, full-time position with a 40-hour work week. Alternatively, we are open to hiring this role as a non-exempt, part-time position with a 32-hour work week for the right candidate.

Location: This is an in-person position based onsite at our office in Palo Alto, California. Although there may be occasional opportunities to work remotely on designated days as approved by your manager, this is a role which requires you to be routinely present in our office.

Reports to: Operations Director

Target Starting Salary: \$78,500 - \$87,250. This starting range is 90%-100% of the market rate for this position, as determined by an external compensation consultant. Salary will be set within this range based on experience and job readiness.

We aim to offer a competitive salary and benefits package for employees that enables us to hire and retain a strong team in balance with our organizational beliefs and values, and offers a sense of motivation, appreciation and fairness for staff. An external compensation consultant performs analysis on our salaries annually, and recommends a percentage increase based on local market data to support our pay philosophy and goals.

Benefits: Medical, dental, and vision coverage for employees and their dependents, 401K retirement plan with employer contributions, flexible spending account/dependent care account, and more.

Application Deadline: Open until filled

Ideal Start Date: September 2023

To apply: Please use [this link](#) to submit your information and resume

Hiring Process and Timeline:

Resumes will be reviewed on a rolling basis. Candidates should expect:

- An initial Zoom interview with the Operations Director to discuss general qualifications and give more detail about the position and our organization
- A group interview held with members of our team
- A final interview with the organization's donor/principal
- Final candidates must provide three relevant employment references and verify their right to work in the United States

Sunlight Giving is an equal opportunity employer and we do not tolerate discrimination based on race, ethnicity, culture, ancestry, age, sex, sexual orientation, gender identity, religion, disability, national origin, veteran status, marital status, pregnancy, or any other legally protected status.

Equity is one of our core values, and we are committed to fostering a diverse and inclusive work environment for our employees. We are also committed to treating every applicant for this position with respect and dignity. We look forward to learning more about you and how your unique skills and experiences can potentially enrich our team.