



Business Administration Manager

The Organization:

HealthSpark Foundation is a private, independent foundation providing support to health and human service safety net organizations in Montgomery County, Pennsylvania. It's subsidiary, 2506, LLC, operates a multi-tenant nonprofit center.

The foundation has embarked on a new, ten-year safety net resiliency initiative engaging consumers, providers, governmental and philanthropic leaders to identify investments that will enhance the long-term viability of the safety net system.

Position Overview:

The Business Administration Manager, reporting to the Controller, manages the day-to-day operations of HealthSpark Foundation and 2506, LLC. She/he manages the operations of our nonprofit center supporting tenants and external partners who use the center's meeting facilities. Additionally, she/he provides direct administrative support to the CEO, while also supporting the Director of External Relations and the Controller. Key responsibilities include facilities management, event management, accounting, administrative support, and grant administration. The ideal candidate will be a professional with strong organizational, communications, customer service and interpersonal skills who thrives working in a collaborative, high-performing culture.

Position Responsibilities:

Facilities Management -

- Manages tenant leasing and renewals.
- Manages tenant council, tenant relations and supports non-tenant use of meeting facilities.
- Manages vendor relationships overseeing planned and unplanned building maintenance activities.
- Maintains capital equipment service logs.
- Manages procurement processes.
- Oversees risk management activities with Controller ensuring that certificates of insurance are on file and updated.

Event Management -

- Manages contracting, and logistics for major events/conferences with third party vendors.
- Manages contracting for event catering.
- Maintains files to address special dietary needs of meeting participants.
- Prepares name badges, tent cards.
- Manages meeting/conference room set-up/breakdown.
- Coordinates registration and logistics for large events/conferences.

Accounting -

- Codes and processes vendor invoices, credit card transactions.

- Processes payments through third party payment systems (Foundant, bill.com, QuickBooks).
- Creates new vendor accounts.
- Secures tax and insurance information.
- Prepares staff expense reports.
- Prepares IRS Form 1099s.

Administrative -

- Serves as receptionist for guests, tenants, grantees, and the public.
- Provides scheduling, coordination and other supports for the CEO and staff.
- Manages office supplies, equipment maintenance, and purchasing.
- Oversees IT and VoIP vendor relationships and help desk activities.
- Performs other administrative duties as assigned.
- Assembles and manages board/committee communications.

Grant Management -

- Supports the administrative functions of the grants management system (Foundant).
- Leads the administrative 'due diligence organizational review' of grant applicants.
- Manages grant and contractor agreements, reporting deadlines and oversight activities.

Professional Qualifications/Experience:

- Prior paid administrative experience working in a professional environment.
- Associate's or Bachelor's Degree or equivalent paid experience.
- Nonprofit or private foundation experience desired.
- Experience processing transactions in an accounting system.
- Proficiency using database management application software and web-based platforms.
- Proficient with use of Microsoft Office suite of products, Adobe and Zoom.
- Familiarity with QuickBooks, Foundant (grants management), ProWatch (security), and MPulse (building maintenance) and website content management (Drupal) big pluses.
- Ability to lift and move 50 pounds.
- Valid Pennsylvania driver's license and insurance required.

Personal Traits:

- Exceptional interpersonal skills, including being accepting, listening well, raising appropriate questions, and negotiating deadlines.
- Highly organized with the ability to multi-task, prioritize workloads, and to take projects through to conclusion within negotiated deadlines.
- Takes stewardship for her/his projects, is responsive, has good follow-through, and moves quickly and decisively using sound judgment.
- Naturally inquisitive and desires to learn.
- Results-oriented, accountable, and proactive.
- Willingness and ability to support and respond outside of normal hours, as needed.

Contact Information:

Please submit your resume, cover letter and salary requirements to John Ramirez at jramirez@healthspark.org. No phone calls please.

FLSA Status: Exempt