

## POSITION DESCRIPTION

<b>Position Title:</b>	Office Administrator, IIEFG
<b>Incumbent:</b>	N/A
<b>Reports to:</b>	Executive Director, IIEFG
<b>Time:</b>	8 days per month (flexible timing, mornings Pacific Time preferred)
<b>Location:</b>	Open - this is a virtual office
<b>Type of position:</b>	Contract
<b>Date:</b>	15 October 2019

## INTERNATIONAL EDUCATION FUNDERS GROUP

The International Education Funders Group (IEFG) is an affinity network of foundations and donor-advised funds that support basic education in the Global South (low and middle-income countries). In lay-persons terms, the IIEFG is similar to an international industry association, helping our members who are grantmakers learn from each other, exchange information and network, and strengthen their work and knowledge in the field. The IIEFG is not a grantmaker itself, nor does it engage in advocacy. Its purpose is to help its members (grantmakers) have a stronger voice and impact in education by improving their strategic analyses and thinking, informing and assisting their grantmaking, and providing opportunities for collective learning and action.

The IIEFG has no formal office. Members of the Secretariat work from their respective homes/chosen offices in various countries, across time zones. Legally, the IIEFG has a fiscal sponsor, the Firelight Foundation, based in the USA. This is a contracted position until June 30, 2019 with possible extension.

## POSITION PURPOSE

The Office Administrator facilitates the smooth-running of the virtual office and provides a range of administrative and technical support to the IIEFG Secretariat, Steering Committee and its members.

## SPECIFIC ACCOUNTABILITIES

- **Sourcing and Set up of Office Systems:** including internal member/granter database (e.g. Salesforce or Network for Good), team diary, cloud filing systems, etc.
- **Team support and Office Management.** Management of team diary, scheduling group and individual meetings, processing staff expenses, arrangement of international travel schedules for the team including visas, flights, accommodation, and itineraries. Liaise with IIEFG fiscal sponsor and third parties (e.g. banks, accountants, lawyers, IT and other suppliers) as necessary.
- **Voluntary Contributions & Grant Support.** Working with the Executive Director in the annual call for contributions, and follow-up as required. Grant proposal writing, and support for grant report writing. Ensuring grant deadlines and reports are met in a timely manner.

- **Record keeping.** Management of online filing systems and internal databases. Support Executive Director and Director of Programs in compiling and sending out Steering Committee and subcommittee papers and take minutes as required.
- **Management of Membership Engagement.** Tracking IIEFG Secretariat engagement with membership, and ensuring members engage in a conversation with the IIEFG Secretariat or participate in an event at least once a year. Support on-boarding of new members.
- **Accounts management.** Review of all financial transactions before submission to fiscal sponsor, and monthly tracking of IIEFG budget vs. actuals. Depending on future fiscal sponsor relationship, this may be expanded to basic book-keeping to enable quarterly management reports to be drawn up by accountant. Liaise with IIEFG fiscal sponsor and third parties (e.g. banks, accountants, lawyers, IT and other suppliers) as necessary to ensure the prompt payment of invoices by fiscal sponsor.
- **Systems & process development.** Continuously monitor how we use our IT and databases, how we record information and how we maintain an effective information trail to ensure that, administratively, we work as efficiently and effectively as possible.
- **Team and Steering Committee discussions.** Contribute to discussions on IIEFG and its members role in international education topics and how IIEFG can continue to develop and be more effective.
- **Communications.** Build good relationships with other IIEFG Secretariat members, the IIEFG Steering Committee, general members, as well as with external parties.

#### **POLICY AND PROCEDURES**

- Comply with relevant Policies and Procedures

#### **PERSON SPECIFICATION**

- A keen interest and belief in the work of the IIEFG.
- Able to work as part of a team, putting the interests of the IIEFG first, following through with commitments, contributing to the success of others and communicating openly and honestly.
- Positive approach to tasks and responsibilities, demonstrable ability to be self-motivated with a willingness to get things done no matter whether they fall within the candidate's area of expertise or not.
- Integrity and awareness of need for confidentiality.
- Excellent attention to detail.
- Aptitude for figure work and, ideally, some accounting or book-keeping experience.
- Excellent writer.
- An interest in improving the systems and processes that support the IIEFG.
- Ability to communicate effectively both in writing and verbally with internal and external personnel at all levels.
- Excellent organisational skills, ability to plan, manage and prioritise.
- IT Skills - MS Office Suite & Google Suite. Experience with databases is desired (e.g. Salesforce, Network for Good, bookkeeping software).

**HOW TO APPLY**

Please submit a cover letter and a resume that includes the contact information for one professional or academic reference to [info@iefg.org](mailto:info@iefg.org). Please use "IEFG Office Administrator" and your name as the subject of your email (for example, "IEFG Office Administrator –Jane Doe"). Only complete applications will be reviewed.