



POSITION DESCRIPTION ADMINISTRATOR

The Tauck Family Foundation (TFF) is a multi-generational, private family foundation founded in 1994. TFF's mission is to support communities most impacted by climate and environmental challenges to strengthen and maintain healthy, regenerative ecosystems and land use practices through education and engagement. To advance this mission, the Foundation provides grants to [values-aligned](#) organizations and efforts across the globe – guided by an active Board of Directors representing two generations of the Tauck family. For more information, visit <https://tauckfamilyfoundation.org>.

WHERE WE ARE TODAY:

We are seeking a resourceful and meticulous Administrator to join our expanding team during an exciting period of growth for the foundation. Reporting to and working closely with the Executive Director, the Administrator ensures organizational effectiveness and takes a leading role in providing administrative support to the Foundation.

The ideal candidate is a highly organized, detail-oriented professional with at least three to five years of administrative experience, ideally in a foundation, nonprofit, or similar mission-driven environment. They bring demonstrated proficiency in financial management – including comfort with QuickBooks and an understanding of basic accounting practices – alongside familiarity with grantmaking processes and tools such as Foundant. A self-starter who thrives in a small, collaborative setting, this person manages competing priorities with ease, takes initiative without needing close direction, and follows through reliably on both routine tasks and one-off projects. They communicate clearly and professionally in writing and in person and bring genuine care to the relationships they build with grantee partners, Board members, and other stakeholders.

RESPONSIBILITIES:

Operations and Administration

- Support day-to-day operations of a small, highly collaborative team, including vendor coordination, subscriptions, managing incoming and outgoing correspondence, file management, liaising with hosted facilities, and general administrative systems.
- Coordinate office logistics and travel arrangements.

- Manage relationships with technology vendors and service providers, including software subscriptions, license renewals, and coordination of IT support; assist staff with onboarding to new tools and platforms.
- Assist with annual insurance review and renewals.
- Maintain and regularly update email, database systems, and contact lists.
- Ensure the Foundation's organizational policies and procedures are implemented in compliance with financial, legal, and other regulatory requirements.
- Organize Foundation events and convenings.
- Carry out other administrative duties and special projects, as requested.

Financial Management

- Manage accounts payable and financial tracking using QuickBooks, including grant disbursements, cash flow, and expense reporting.
- Reconcile credit cards, process reimbursements, and manage vendor and consultant contracts.
- Support preparation of financial documentation for annual tax filings, including 1099s and grant schedules.

Grantmaking

- Support the full grantmaking cycle, including distribution, filing, tracking and reporting of all grants using grant management system (Foundant).
- Maintain organized grant records and ensure timely follow-up on reporting requirements from grantee partners.
- Provide administrative and logistical support for grantee partner meetings and site visits.

Communications and Outreach

- Maintain and update all social media and website accounts, consistent with the Foundation's voice and strategy.
- Monitor developments and stay informed on issues relevant to the Foundation's mission and grantmaking focus areas.
- Establish and cultivate professional relationships with Foundation partners and key stakeholders.
- Draft or edit external communications, newsletters, or announcements as needed.

Governance and Board Relations

- Support all Board meetings, including scheduling, logistics, preparing and distributing agendas and meeting materials, taking and preparing minutes, proofreading quarterly reports, and regularly updating corporate binder.
- Assist Board and Board committees, as requested.
- Track Board action items and follow-up deadlines between meetings.

QUALIFICATIONS:

Our ideal candidate will embody the values of TFF and, with a humble spirit, bring a collaborative, mission-driven approach to the operational, financial, and relational work that supports everything we do – along with the following skills and characteristics:

- Bachelor's degree or equivalent combination of education and relevant work experience.
- Minimum three to five years of administrative experience, preferably in a foundation, nonprofit, or mission-driven organization.
- Strong written and verbal communication skills, including the ability to draft and edit professional correspondence and external communications.
- A proactive self-starter with the ability to anticipate needs, take initiative, think critically, and solve problems with sound judgment and minimal direction.
- Demonstrated ability to manage multiple priorities and meet deadlines in a small, fast-paced team environment.
- Proficiency in QuickBooks or comparable accounting/financial management software.
- Experience maintaining database systems, contact lists, and organized filing systems.
- Comfort with technology, including Microsoft Office Suite, cloud-based collaboration tools, and social media and website platforms.
- High level of discretion, integrity, and sound judgment in handling confidential financial, legal, and governance matters.
- Strong attention to detail and a commitment to accuracy across financial, administrative, and communications functions.
- Collaborative work style with a genuine commitment to the Foundation's mission.

Candidates who demonstrate these additional qualities will be given elevated consideration in the selection process:

- Experience with grant management software, particularly Foundant.
- Familiarity with private foundation operations, including regulatory and compliance requirements specific to philanthropic organizations.
- Experience supporting Board governance, including preparing minutes and board materials.
- Background in or knowledge of the Foundation's core issue areas.
- Familiarity with 1099 preparation and nonprofit or foundation tax filing processes.

COMPENSATION AND BENEFITS:

This is a full-time, exempt, salaried position with a hybrid schedule that includes at least one day per week in the Wilton, CT office, with additional in-office presence as needed to support the family and foundation's priorities. Occasional travel to conferences and learning sessions is expected to build and strengthen relationships with peers and partners, and periodic evening and weekend meetings are required. There are four board meetings annually that occur on the weekends. The salary range is \$70,000-\$85,000 dependent on relevant qualifications and experience. The successful candidate is

eligible for benefits, including individual health insurance benefits, 401k retirement plan, short-term disability insurance, and professional development opportunities.

EQUAL OPPORTUNITY EMPLOYER:

TFF is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran, or disability status.

TO APPLY:

The search is being conducted by The Strategy Group. To apply:

- Submit a resume and a compelling letter of interest via email.
- Send cover letter and resume as ONE PDF DOCUMENT titled “LAST NAME TFF SEARCH” to nonprofitjobs@thestrategygroupllc.org.
- Please title emails as **TFF ADMIN SEARCH** in the subject line.

Resumes will be accepted until the position is filled.