



## **Administrative Associate – Once Upon a Time Foundation**

The Once Upon a Time Foundation (OUAT) is a \$250 million foundation in Fort Worth, TX with three main areas of interest – community partnerships, health and medicine, and the Philanthropy Lab.

OUAT is seeking a bright, eager, and dedicated individual to join the team as an Administrative Associate in its downtown Fort Worth, TX office. The Foundation's Administrative Associate will be responsible for providing administrative support to the Foundation's team of 5-6 people to assist in implementing OUAT's various program areas. This will be a full-time position of approximately 50 hours a week in the office.

The ideal candidate will have a desire to develop both their analytical and operational skills, have strong attention to detail and organizational skills. OUAT always has a variety of projects to handle in an array of focus areas, which keeps the work fast paced and ever changing. This position will be exposed to the grantmaking sector through grant tracking and reporting, general office administration, and a variety of special projects.

### **Specific responsibilities may include, but are not limited to:**

- Maintaining and updating program data and reporting needs
- Creating annual board reports
- Completing detailed research projects
- Maintaining and updating program websites
- Coordinating special events for the various program areas throughout the year
- Administrative details
- Operational functions
- Anticipate needs and proactively seek appropriate resources to support the team
- Other tasks as requested, including but not limited to project support work, basic budget management, and event planning

### **Qualifications**

- Bachelor's degree with a minimum 3.0 GPA
- 5+ years of professional experience with related administrative, operations or project management in a fast-paced environment
- Strong time management skills with ability to multitask and prioritize across projects to meet goals and deadlines
- Willingness to make a minimum two-year commitment to the position
- Be able to work around the company's typical office hours (8 a.m. - 6 p.m. Monday-Friday)

### **Compensation**

Compensation will be increased up to 10% over current, depending on experience, plus full benefits.

### **To Apply**

If you are interested in applying for this position, please submit your information to apply here (select OUAT Admin): <https://www.qinvestments.com/careers/CareerForm.aspx>