

## Administrative Assistant, Seattle Office

USE YOUR KNOWLEDGE AND SKILLS FOR GOOD.

### ABOUT CAMPBELL & COMPANY

Campbell & Company is a national consulting firm that serves nonprofit organizations in all sectors, including education, environment, healthcare, human services, arts and culture, associations and membership organizations, and civic and public affairs. We are based in Chicago and have regional offices in Los Angeles, Portland, the San Francisco Bay Area, Seattle, and Washington, DC. The Seattle office, which serves clients throughout the Northwest, is our largest office outside of Chicago.

The Campbell & Company team is motivated by a desire to strengthen the nonprofit sector. You can see that commitment reflected in both our work and our personal passions—from mentoring others in the profession and volunteering in the community to serving on national boards. We have high standards for ourselves and our teams, and we achieve those standards by helping one another do our best work.

We respect and value our colleagues' perspectives, and we see collaboration as an opportunity to learn from one another, support each other's growth, and advance our collective knowledge. Our team-based approach enhances our work and is even built into our company's structure: as an ESOP (Employee Stock Ownership Program), we are 100 percent employee-owned, giving every one of us a vested interest in the success of both our clients and our colleagues.

We are always looking to improve so we can better serve the nonprofit sector. That desire fuels our strategic vision, which charts an ambitious path for national expansion in key regions and vertical sectors across the country. These objectives advance the core services that today's nonprofits need to be successful and support a growing team of professionals who bring passion and dedication to their work every day.

### OUR WORK

Our mission is to collaborate and innovate with people who change lives through philanthropic vision and action. For more than 40 years, we've worked with organizations at critical points in their growth and development, when our expertise and partnership approach can have a powerful impact. Today, we have four primary service lines: fundraising, communications, executive search, and strategic information services. We immerse ourselves in learning each client's culture,

#### MISSION

*To collaborate and innovate with people who change lives through philanthropic vision and action.*

#### VISION

*To be the **partner of choice** for nonprofit organizations, nationally known for providing exceptional and creative service, distinguished by our commitment to our client relationships, and recognized for advancing the nonprofit sector as a whole.*

*To be the **firm of choice** for talented professionals seeking a great place to work where they can be well-supported, challenged, and fulfilled throughout their careers.*

#### VISIT US



constituencies, and challenges, and we work with staff, board members, and other leaders to develop a coherent strategy for achieving the firm's goals.

Campbell & Company consists of 66 staff members, including 39 in Chicago and the Midwest, three based in Washington, D.C., seven on the West Coast, and 16 in the Northwest. Our consultants work in teams to provide the right balance of expertise, experience, and seniority for each client. Over time, each consultant has opportunities to work with and gain knowledge from every other consultant on our staff.

### **ABOUT THIS POSITION**

Under the direction of Campbell & Company's Director of Finance & Administration (based in Chicago), the Administrative Assistant will help us fulfill our objectives by supporting the fundraising consulting team and managing the Seattle office. The individual will support a group of consultants based in our Seattle office and, potentially, in California. This individual must juggle multiple assignments from different consultants with grace and be resourceful enough to solve problems independently. The Administrative Assistant will also assist with travel arrangements, schedule meetings and interviews, create, format and proof documents and presentations, as well as other projects as assigned to support the business. In addition, the Administrative Assistant will update client information regularly in our Salesforce database and conduct basic internet research. The individual will work closely with the other members of the administrative team to provide backup for each other.

The Administrative Assistant will also provide support to the Executive Vice President in Seattle and day to day oversight of the Seattle office's operations. This will include day to day oversight of vendor relationships, ensuring a clean and welcoming office environment, arranging meetings and catering, maintaining and ordering office supplies, and more.

### **QUALIFICATIONS**

- A bachelor's degree is preferred
- Minimum two years in an office support role required
- Excellent written and verbal communication skills
- Strong Microsoft Office skills (Outlook, Word, PowerPoint, Excel) required
- Experience with Salesforce a plus
- Strong proofreading and copyediting skills
- Excellent time and project management skills, and the ability to prioritize multiple tasks with competing deadlines while working under pressure
- Comfortable dealing with people at all levels of an organization
- Experience supporting a large team of individuals in a fast-paced environment
- Familiarity with not-for-profit and philanthropic organizations a plus

### **APPLICATION**

To be considered for this opportunity, please send a cover letter and resume to:

[aa.seattle@campbellcompany.com](mailto:aa.seattle@campbellcompany.com).