



COMMUNITY FOUNDATION OF
**NORTH CENTRAL
MASSACHUSETTS**



The Community Foundation of North Central Massachusetts is the region's leading community foundation, stewarding charitable funds from individuals, families, businesses, and nonprofits. We help donors invest in causes they care about, make impactful grants across education, environment, health, equity, and community enrichment, and partner to multiply philanthropic impact. Trusted, values-driven, and committed to stewardship, we work to strengthen North Central Massachusetts now and for generations to come.

Administrative Manager

THE COMMUNITY FOUNDATION OF NORTH CENTRAL MASSACHUSETTS IS SEEKING A FULL-TIME ADMINISTRATIVE MANAGER, ANTICIPATED START DATE SEPTEMBER 14, 2026, TO PROVIDE HIGH-LEVEL EXECUTIVE SUPPORT TO THE PRESIDENT & CEO AND ADVANCE FOUNDATION PRIORITIES ACROSS OPERATIONS, FINANCE, PHILANTHROPY, GRANTS, HR, AND BOARD SERVICES. THIS ROLE REQUIRES STRONG JUDGMENT, DISCRETION, FOLLOW-THROUGH, AND COLLABORATION, AND WORKS CLOSELY WITH THE DIRECTOR OF PHILANTHROPY AND THE DIRECTOR OF GRANTS AND IMPACT.

Salary: \$65,000–\$75,000 (commensurate with experience)

Key Duties:

- MANAGE EXECUTIVE CALENDAR AND CRM
- COORDINATE SCHOLARSHIPS, STAFF PROJECTS, AND ALL-STAFF EVENTS
- SUPPORT FINANCE AND HR FUNCTIONS
- PREPARE BOARD MATERIALS AND MEETING MINUTES
- MAINTAIN TRUSTEE RECORDS

Qualifications

- 4+ YEARS RELEVANT EXPERIENCE
- STRONG ORGANIZATIONAL AND COMMUNICATION SKILLS
- DISCRETION WITH CONFIDENTIAL INFORMATION
- CRM AND DIGITAL TOOL PROFICIENCY
- FAMILIARITY WITH COMMUNITY FOUNDATION OPERATIONS PREFERRED

Benefits:

- HEALTH AND DENTAL INSURANCE
- PAID TIME OFF
- 401(K) RETIREMENT PLAN
- FLEXIBLE SCHEDULE
- COMPETITIVE BENEFITS PACKAGE



Contact MassHire North Central to be Pre-Qualified as a Referred Candidate!

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