Executive Business Partner

The Family Online Safety Institute is an international, non-profit organization that works to make the online world safer for kids and their families. FOSI convenes leaders in industry, government and the non-profit sectors to collaborate and innovate new solutions and policies in the field of online safety. Through research, resources, events and special projects, FOSI promotes a culture of responsibility online and encourages a sense of digital citizenship for all. FOSI brings together and highlights the best safety messages, tools and methods to reach parents, children and caregivers. We continually expand our efforts to educate and inform governments, regulators, industry and media around the world on a balanced approach to online safety.

The full-time Executive Business Partner works with our team in the downtown DC office reporting to the Chief Operating Officer. The ideal candidate will have an interest in technology and digital citizenship and be able to take initiative and organize themselves in the “all hands on deck” atmosphere of a small non-profit.

**Responsibilities and Duties**

**Office Management**
- Oversee the day-to-day operations of the office, including managing supplies, filing, and mail.
- Maintain a well-organized and efficient office environment.
- Manage relationships with office vendors and service providers.

**Events Logistics**
- Plan and execute logistics for FOSI's major events, including the Annual Conference and European Forum.
- Coordinate and manage 5-6 small to mid-sized public events and webinars annually.
- Serve as the primary point of contact for event-related inquiries and vendor communications.
- Act as the liaison with FOSI’s Event Consultant for the Annual Conference.

**Administration & Finance**
- Manage FOSI's finances, including accounts payable and receivable, ensuring accurate & timely processing of transactions.
- Coordinate with our accountant and attorney on annual and monthly budgets & financial needs.
- Support the preparation of financial documentation for the annual audit.
- Handle administrative tasks such as creating correspondence, managing incoming inquiries, and coordinating basic website updates.
- Provide governance-related support for Member and Board meetings, including preparing agenda packets, taking minutes, and managing the calendar and email distribution lists.

**Special Projects**
- Assist the COO with strategic projects, providing research, analysis, and recommendations.
- Support the execution of special initiatives that align with FOSI’s mission and strategic objectives.
Qualifications

- Bachelor’s degree
- 5-7 years office experience
- Strong organizational skills
- Solid knowledge of accounting and budgets
- Non-profit organization or NGO experience
- Proficiency in Microsoft Office, including Excel, and G Suite
- Experience with Google Analytics, G Suite, MailChimp

The salary for this position is $85,000 - $95,000 with health, dental, and vision covered at 100%. This position is based out of our DC office location on a hybrid work schedule.