

# ADMINISTRATIVE MANAGER

## About the Job

The Inuit Nunaat Fund is seeking a dynamic and efficient **Administrative Manager** to help support staff to implement programs, policies and fund administration. The Inuit Nunaat Fund is an Inuit-led grantmaking organization designed to advance our self-determination and shift how funding works in our communities. We're building something that honours our past and invests in our future. This role is a unique opportunity to build something from the ground up, helping amplify the voices of Inuit communities and grantees across Alaska, Canada, and Greenland. If you are passionate about growing an Inuit-led organization and have exceptional organizational skills, we want to hear from you.

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## What to Know

In this role, you'll work closely with our leadership team to shape and implement our grant and fellowship programs as well as communications strategy. The ideal candidate is culturally aware and keen to ensure the Inuit Nunaat Fund lives up to its values as it grows in administrative capacity. We are looking for someone who can write clearly, completes tasks in a timely manner, and has exceptional organizational skills. You're ready to build from a strong administrative foundation and make a lasting impact.

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## About the Inuit Nunaat Fund

The Inuit Nunaat Fund is an Indigenous-led philanthropic initiative that exists to support community-identified solutions in Inuit homelands (Inuit Nunaat), including Alaska, northern Canada, and Greenland. In 2023, a group of courageous Inuit with deep lived experience in the north gathered in Qiqitagruq, Alaska to talk about our shared future and to craft a vision that builds on the unique cultural assets of our people across the circumpolar Arctic. With this vision in mind, the Inuit Nunaat Fund was born. Our mission is to strengthen and support Inuit self-determination through accessible grantmaking and fellowships. We are fiscally sponsored by Rockefeller Philanthropy Advisors - a US-based charitable organization.

We are a small, visionary team committed to equity, cultural respect, and shifting philanthropic practice to better serve and reflect Inuit communities. Our grantees and future fellows lead vital work on the ground—and your work will help INF staff ensure programs are implemented in a way that aligns with our principles and values.

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## **A Day in the Life**

### **PROGRAM SUPPORT:**

- Support program staff in communicating with grantees and fellows.
- Support program staff in processing grant applications using FLUX management system.

### **MEETING COORDINATION:**

- Schedule and coordinate multi-party meetings including operational and advisory council meetings to assist with efficient and productive gatherings.
- Provide administrative and event planning support for in-person and virtual convenings.
- Ensure timely meeting invitations and agenda distributions for effective communication.
- Provide administrative support, as needed, for meetings to include presentations and materials.
- Execute follow-up actions from meetings to ensure tasks are completed.

### **FINANCIAL ADMINISTRATION:**

- Process invoices, honorarium payments, reconciling company credit cards and reimbursements for consultants, vendors, and other expenses.
- Support INF staff in credit card reconciliations and expense reimbursements.
- Assist with the preparation and processing of consultant and vendor contracts, honorariums, including data entry and document tracking.
- Assist with basic financial tracking and reconciliation to provide accurate financial reporting (e.g., expense tracking, budget monitoring).

### **FILE MANAGEMENT:**

- Manage and streamline Google workspace to support file management.
- Optimize Google file structure and navigation.

- Understand and adhere to file management procedures.

#### **COMMUNICATION:**

- Support Director of Communications in delivering content to various social media platforms.
- Communicate with RPA, the Inuit Nunaat Fund team, its advisory board and others via email, any shared instant messaging app (e.g. Messenger or Google Chat), and video conferencing for efficient collaboration.
- Weekly 30-minute check-ins with Managing Partner for updates and feedback.
- Timely response to requests and inquiries to ensure prompt assistance.

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#### **The Team**

You'll work directly with the Fund's senior staff and be supported by a collaborative team that values trust, respect, autonomy, and initiative. We are committed to inclusive and culturally informed communications, and you'll have space to bring your full self and creativity to this work.

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#### **What We Offer**

- Salary range: USD \$65,000 - \$75,000 commensurate with experience, plus benefits]
- Flexible working hours and remote work
- Paid time off and holidays
- Annual professional development stipend
- Cultural leave

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## What We're Looking For

- 5+ years of experience in administration of organizations
- Demonstrated ability to organize, manage workflow, file organization, and manage time efficiently with competing demands
- A strong track record of culturally sensitive communication, especially with Indigenous, Inuit, or northern communities.
- Experience with social media platforms (especially Facebook and Instagram); bonus if familiar with LinkedIn or Webflow.
- Comfort with working in a startup-like environment—flexible, adaptive, self-directed.
- Deep respect for narrative justice, lived experience, and inclusive framing.
- Comfort working across different time zones and with a geographically dispersed team.

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## Who You Are

You're a builder. You are a planner. You are an organizer. You have initiative, cultural humility, and a desire to learn and adapt. You're energized by the opportunity to co-create something meaningful and new—and you're committed to building an organization that advances Inuit Self-Determination.

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## How to Apply

Send resume, a cover letter, and two references to [info@inuitnunaatfund.org](mailto:info@inuitnunaatfund.org) by October 31, 2025.

We strongly encourage applications from Inuit and other Indigenous candidates, as well as individuals from underrepresented communities. Even if you don't meet every single qualification, we encourage you to apply if this role aligns with your strengths and interests.