



Friends of FAFG, Inc.
Job Description: Administrator

About Friends of FAFG, Inc.

Friends of FAFG, Inc. is a not-for-profit corporation with 501(c)3 tax exemption that has over 11 years of experience implementing successful projects funded by the U.S. State Department Bureau of Democracy, Human Rights, and Labor (DRL) that have promoted the application of forensic sciences to investigate human rights abuses and enforced disappearance in Guatemala, El Salvador, Colombia, and Mexico.

Friends of FAFG, Inc. works closely alongside implementing partner, *Fundación de Antropología Forense de Guatemala* (Forensic Anthropology Foundation of Guatemala, FAFG) to provide technical forensic guidance to State Mechanisms in Mexico, Colombia, and El Salvador to search and identify Disappeared persons. FAFG has over 25 years of experience conducting forensic investigations to search for and identify the disappeared and victims from Guatemala's internal armed conflict through which it has developed a victim-centered Multidisciplinary Human Identification System that consists of victim documentation, forensic archaeology, forensic anthropology, forensic genetics, and confirmation of identifications. To date, FAFG has identified a total of 3,805 victims of the internal armed conflict in Guatemala.

Responsibilities

Financial

- Prepare monthly financial reports
- Work with Bookkeeper to prepare and organize financial documents, assist in bill management and external audit compliance for U.S. Department of State grants.
- Assist with financial planning and budgeting
- Manage organizational cash flow and transfer requests
- Support payroll processing including file and record-keeping

Administrative/HR

- Ensure Friends of FAFG policies and practices comply with donor requirements and regulations
- Maintain physical and digital archive of institutional policies, procedures, and project documents using Dropbox and other systems. Ensure the confidentiality and security of files and filing systems.
- Coordinate and liaise with building management
- Upkeep and organize human resources policies and employee information
- Update Bylaws and Internal Work Regulations when amended by the board
- Maintain minutes for annual board meetings
- Maintain inventory of office supplies and equipment
- Make institutional purchases following appropriate procurement policies and regulations. Manage contracts and price negotiations with vendors and service providers
- Purchase airline tickets and make travel arrangement for Friends of FAFG staff and international experts



Communications/Donor Relations

- Work alongside Director to maintain Friends of FAFG, Inc. website and social media accounts up to date
- Set up and schedule quarterly newsletter and updates for donors and board members
- Draft routine correspondence and manage invitations and provide logistical and other support for internal and external events, visits, contacts, and services
- Track donations received

Qualifications

- 2+ years of relevant experience in fundraising, finance, and/or administrative support in the nonprofit sector
- B.A. in non-profit management, accounting, or another relevant field. Master's degree preferred
- Excellent organizational skills and attention to detail
- Strong writing and communication skills
- Proficient in Microsoft Office suite
- Understanding of QuickBooks and basic bookkeeping including fund accounting preferred
- Spanish language proficiency strongly preferred

Details:

Location: Tysons Corner, VA

Application Deadline: September 30, 2022

Start Date: October 17, 2022 (flexible)

Time Commitment: Full-time

Compensation: Baseline salary of \$45,000, commensurate with experience. Optional full health insurance coverage and 401(k) plan. Paid time off includes 20 days of vacation, 5 personal days, and sick days as necessary. 11 Federal Holidays per year, as outlined by the U.S. Office of Personnel Management for the Federal Government.

TO APPLY, PLEASE SEND RESUME AND COVER LETTER TO james.helmuth@friendsoffafg.org