



Washington Research

F O U N D A T I O N

Nonprofit grant-making and venture investment organization on east Lake Union in Seattle has an opening for a receptionist/administrative assistant.

Important qualities:

- Professional, welcoming manner
- High level of customer service
- Strong organizational skills
- Flexibility
- Interest in learning new things, particularly relating to grant-making and venture investments
- Previous reception experience
- MS Office familiarity

Duties will vary greatly, but include:

- Opening and closing office
- Scheduling
- Answering phones
- Arranging travel
- Varied project support
- Event planning
- Data entry
- Purchasing office supplies

Most importantly, we are looking for an outgoing, friendly individual that will work well with our close-knit team and provide a high level of support with an excellent attitude. College degree preferred. Regular hours are 8:00 a.m. to 5:00 p.m., Monday to Friday. Please email cover letter and resume to dale@wrfcapital.com.

About Washington Research Foundation

Washington Research Foundation (WRF) was formed in 1981 to assist universities and other nonprofit research institutions in Washington state with the commercialization and licensing of their technologies. WRF is recognized as one of the foremost technology transfer and grant-making organizations in the nation, having earned more than \$436 million in licensing revenue for the University of Washington and dispersing over \$73 million in grants to the state's research institutions to date.

WRF Capital, the Foundation's venture investment arm, has invested in more than 70 local startups since 1995. Proceeds support WRF's grant programs. For additional information, please visit www.wrfseattle.org.