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**Position Title:** Administrative Coordinator

**Immediate Supervisor**: Chief Executive Officer

**Status & Hours**: full time, non-exempt with some off-site work with additional hours or flexible scheduling with approval of the Chief Executive Officer.

**Primary Role:** To provide quality administrative coordination as the primary staff support person for all staff and to oversee office operations including grants management, philanthropic services and development. Basic tasks include, but are not limited to, database management, technical assistance with a variety of online platforms for grants application and review, for CRM, and for donor relations as well as for accounting software, managing data queries and correspondence, scheduling, event logistics, and electronic communications.

**Qualifications and Expectations:**

**Professional/Technical Abilities:**

* Creates and analyzes reports from databases and Excel exports, including financial spreadsheets, donor lists and grants
* Oversees data entry and management for grants, donor and communication databases
* Provides administrative support to staff
* Manages all scheduling of events, maintains comprehensive space use calendar, plans room reservations and catering arrangements
* Manages email and enewsletter distribution lists
* Assists with social media such as Facebook, Twitter and Instagram
* Coordinates office volunteers, supports grants review volunteers
* Answers incoming calls, general emails, and in-person inquires, refers and re-directs appropriately, helps to keep the office and waiting areas neat
* Greets all visitors, ensures they are comfortable, advises appropriate staff
* Prepares accounts and grants payable documents for approval
* Conducts due diligence on standard grant nominations
* Prepares and tracks grants management materials, including grant applications, grantee notifications and grant agreements
* Assists with processing of new grant applications and final grant reports
* Extracts and prepares data for mailing solicitations
* Coordinates production of mail merged documents
* Codes all gifts and uploads incoming gifts
* Prepares all thank you letters for US mail and email
* Organizes office supply closet, keeps inventory and prepares supply orders
* Participates in maintaining a binder of current administrative procedures
* Any other tasks requested by Chief Executive Officer for the smooth and efficient running of the office

**Qualifications & Experience:**

* Skilled in database queries, exports, and manipulation for reports
* Skilled in office procedures including financial transactions
* Skilled in business communications
* Excellent written, oral and customer relations communication skills
* Excellent adherence to standards of confidentiality and development professional ethics
* Ability to work effectively with a diversity of people and styles
* Able to work both independently and collaboratively

**Personal Characteristics:**

* Commitment to serve the community and to the mission of the Community Foundation
* Professional image, positive, upbeat and enthusiastic
* Courteous, friendly, and diplomatic
* Good judgment and decision making capabilities
* Discretion, commitment to confidentiality, effectiveness and efficiency
* Dependability and punctuality
* Detail-oriented
* Personal integrity

**Physical Requirements**

* sitting in a normal seated position for up to 7 hours per day
* dexterity required to use a computer keyboard and/or operate other office equipment for up to 7 hours per day
* pleasant and clearly understandable telephone voice
* ability to hear words spoken at a normal conversational volume, whether in person and by telephone.
* ability to move or lift objects (such as a box of materials weighing up to 25 pounds) safely, and without assistance if necessary.