



Administrative Coordinator Position Description

Full-time, salaried, non-exempt

Monday – Friday (8:00am – 4:30pm)

Salary Range: \$37,500 - \$40,000

Overview

The Community Foundation of Johnson County (CFJC) is a tax-exempt, 501(c)3 charitable nonprofit organization dedicated to serving the people of Johnson County by growing endowments and distributing funds to build a greater community. With over \$50M of managed assets, the Community Foundation is the grantmaking charity of choice for donors who wish to make an immediate and lasting impact in their communities through charitable giving. We encourage and promote gift planning, establishment of charitable funds, prudent stewardship of assets, effective and diverse grantmaking, and community leadership.

Position Summary

The ideal candidate will be committed to providing exceptional service to our donors, grant recipients, nonprofit organizations, the CFJC board members, and staff. Strong written and verbal communication skills, ability to prioritize and balance several tasks, flexibility, and organizational skills are required.

Key Responsibilities

This position will work in many areas of the Community Foundation. The primary responsibilities will be to support the work of the President and CEO, assist with strategic marketing and communication efforts, and prepare and process weekly grants on behalf of the foundation to nonprofit organizations. Essential functions include:

- Provide high level administrative support to the CEO regarding all correspondence; use extreme discretion and independent judgment in handling confidential and sensitive information.
- Coordinate annual schedules of the Board of Directors, Committees, and Nonprofit Network via in person and virtual meetings.
- Prepare and send board packets with agenda materials, track board attendance, and produce updated board orientation manual as needed.
- Produce and maintain meeting minutes for Board and various committees; maintain electronic and hardcopy files of Board packets and maintain all associated master files, records, brochures, and newsletters.
- Process all incoming/outgoing mail and ensure return mail address changes are made.
- With assistance from the VP of Finance and Operations, ensure accurate and timely gift processing, donor gift receipting, and reconcile/prepare bank deposits.
- Maintain integrity of donor, nonprofit and board contact database, contact lists for the distribution of electronic newsletters, annual reports, etc.
- With assistance from the Director of Grantmaking and Strategic Communications, proofread and edit content for e-newsletters, social media, and website.
- Assist with the preparation of educational materials, grant applications, and annual reports.
- Process and track the Endow Iowa Tax Credit for donors.
- Assist with major events planning and day of execution; some events may be held on evenings or weekends.
- Be the first point of contact for visitors to the Community Foundation both in person and by phone.
- Ability to manage multiple projects efficiently and effectively.
- Perform other duties as assigned by the President and CEO.

Education and Experience Requirements

- Minimum of an Associate Degree or equivalent in office management.
- Minimum three years of related experience in an administrative capacity is required, preferably working with high level executives or administrators.
- Requires prior experience and knowledge of Microsoft Office Suite applications.
- Must possess excellent written and verbal communication skills and be familiar with professional office processes and procedures.
- Ability to work with integrity, discretion, and a professional approach.
- Must be a self-starter and possess the ability to work with minimal supervision.
- Prior administrative experience in a nonprofit setting is preferred.

Certifications and other Qualifications

- Must be able to pass a criminal history and credit check.
- Must possess reliable transportation to attend off-site events and procure supplies, run errands as needed.

Physical Demands

The essential functions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Those functions include but are not limited to: operating a computer, office equipment, telephone, and printer; the ability to move about space in the office and at events, and access required materials; the employee may be called on to move objects up to 25 lbs. from one point to another and regularly detect outside, environmental stimuli; and the ability to reliably travel to off-site meetings, events, and vendors will be necessary thus, access to transportation is required.

Work Environment

While performing the duties of this job, the employee primarily works in a professional office environment. The noise level can vary from quiet to moderate during office hours and moderate to loud during events. This position works a standard work week, but additionally may be required to work evening, weekend, and additional hours to accommodate job responsibilities and when representing the organization at events.

Benefits

As a full-time, salary/exempt employee, the qualified candidate will receive a competitive benefits package to include:

- Health, Vision, and Dental Insurance
- 403B Retirement plan with 4% Employer Match
- Life Insurance
- Long-term and Short-term Disability Insurance
- Flexible Spending Accounts
- Paid vacation and sick time
- Paid holidays
- Professional development opportunities

Apply

Please submit your resume, cover letter, and 2 professional references via email to: info@cfjc.org