



## Executive Coordinator, Advancement

Position: Regular, Fulltime, Nonexempt

Department: Advancement

Reports to: Senior Vice President, Advancement

Supervises: N/A

Date Reviewed: August 2022

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**Summary:** The Executive Coordinator (EC) provides high level administrative support to the Senior Vice President (SVP) and Vice President (VP) for the Advancement team and oversees administrative operations for the department.

### **Responsibilities and Expected Outcomes:**

- Provide proactive, advanced, and confidential administrative support to the SVP and VP to assist with the execution and management of administrative responsibilities. This includes, but is not limited to, the following: schedule and coordinate internal and external meetings, screening calls and emails, responding to inquiries, composing correspondence, designing, and providing presentation materials for meetings, coordinating travel, and preparing expense reports.
- Oversee team's operational processes including responsive management of department budgets; appropriate and timely processing of accounts payable requests; awareness and adherence to foundation policies and procedures as they relate to team operations; coordination of new hire orientation, in collaboration with HR team; identifying and addressing administrative support needs, collaborating with other administrative coordinators to ensure adequate support across the Advancement team.
- Manage special projects and assignments by establishing objectives; determining priorities; identifying resources; handling internal and external communications; problem-solving and providing timely updates.
- Coordinate board reports, prepare related documents, attend meetings, and prepare meeting minutes as needed to maintain compliance with the foundation's governance team.
- Other related duties and responsibilities as assigned.

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**Essential Qualifications, Credentials and Technical Skills required:**

- Five to seven years of administrative experience at the senior level, working in a professional office environment.
- Excellent organizational critical-thinking skills. Ability to work proactively and effectively individually and with others.
- Ability to communicate professionally and effectively with individuals of diverse cultural and socio-economic backgrounds, both internal and external to the foundation.
- Ability to plan and execute work independently and anticipate and solve problems as they arise.
- Ability to identify and handle sensitive information and maintain confidentiality.
- Ability to take a proactive role in team efforts, promote cooperation and collaboration between team members and encourage open communication in multidisciplinary teams. Ability to anticipate when additional administrative support may be needed across the Advancement team and the willingness to provide additional support to further the work of the department overall.
- Ability to manage or direct the activities of others.
- Demonstrated detail orientation, flexibility, and ability to coordinate several projects simultaneously with a series of continuous deadlines.
- Excellent grammar, spelling, and proofing. Strong community skills via phone, email, and in-person.
- Experience in event planning and onsite and remote meeting planning.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook as well as database input/maintenance and collaborative online tools such as Zoom and MS Teams and the ability and desire to continually learn new technology as appropriate for the job.
- Other highly desirable qualifications include familiarity with the Cleveland business and nonprofit community, an understanding of philanthropic fundraising, and proficiency with donor databases.

***OUR COMMITMENT TO EQUAL OPPORTUNITY & DIVERSITY, EQUITY, AND INCLUSION:***

The Cleveland Foundation exists to enhance the quality of life for all citizens of Greater Cleveland. The ability to carry out our mission and to foster our commitment to diversity, equity and inclusion can best be pursued if our workforce, grantees, donors, partners, and governing body are inclusive of individuals of diverse backgrounds, beliefs, and perspectives.

We believe that diversity encompasses, but is not limited to, age, color, education, ethnicity, family or marital status, gender, gender identity or expression, language, national origin, physical and mental abilities or characteristics, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and/or other characteristics that make an individual unique.

The Cleveland Foundation is committed to equal employment opportunities for all, and our policy is to ensure that employees are selected, developed, retained and promoted based on the individual's ability and job performance, and without regard to that individual's status or characteristics protected by federal, state or local law.

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**PAY AND BENEFITS:**

Based on the foundation's compensation program, estimated annual salary for this position may be anywhere between \$45,000 and \$65,000, based on the academic, professional and community experiences and credentials of a candidate. Consistent with our commitment to equal employment opportunities, the Foundation determines an employee's compensation without regard to that individual's status or characteristics protected by federal, state, or local law. The foundation offers an exceptional benefits package including medical, dental, vision, identity theft, and life and disability coverage, a comprehensive wellness program, an employee assistance program, a fully vested 403(b) retirement plan, 10 paid holidays and, for nonexempt positions, 10 days of vacation and 12 sick days, prorated the first year of service based on date of hire.

**TO APPLY:**

If you are interested in applying for this position, please submit your resume and cover letter [here](#) as soon as possible. This posting will remain active until the position is filled. **We regret that we cannot respond personally to each applicant.**

**Note:** Hours worked will be largely remote, until we move into our new headquarters building late in 2022. The Cleveland Foundation requires all employees to be fully vaccinated against COVID-19 and provide valid proof of vaccination unless a documented medical or religious exemption is approved. All information provided will be kept strictly confidential.