

**JOB POSTING – OPEN POSITION – 5.1.2024**

## **Administrative Coordinator**

### **FOUNDATION FOR APPALACHIAN OHIO**

The Foundation for Appalachian Ohio is a rapidly growing regional nonprofit organization, seeking an administrative coordinator to join our dynamic team and transformative mission. At the heart of FAO's work are our grantmaking and scholarship programs to create opportunities across the 32 counties of Appalachian Ohio.

### **POSITION OVERVIEW**

As an Administrative Coordinator, you will serve as a key contributor to the successful operations of the Foundation by providing support to the team. You will have the benefit of working daily to help advance our goal to grow new, permanent philanthropy for Appalachian Ohio.

We are looking for a team member exemplifying our core values and sharing our passion for FAO's mission – an initiative-taking and detail-oriented individual, who acts with integrity, compassion and humility. We seek someone driven to continually improve who will flourish as a team player and servant leader. Finally, we are looking for someone who upholds our value in creating a joyful and supportive workplace – FAO is a special place, and you'll be joining a team of amazing individuals who will support and help you grow!

### **ESSENTIAL JOB FUNCTIONS**

FAO is a nimble and team-oriented organization, and you will be required to contribute to a variety of responsibilities and mission-related, skilled tasks. We believe that all staff members are leaders for FAO's mission, and this position will be responsible for administrative / office duties and more advanced assignments, as directed. Position-specific duties include:

#### **1. Administrative Responsibilities.**

- Provide administrative and logistical coordination to organizational priorities; this can include meeting notes, data entry, research, scheduling coordination, and maintaining records, etc.
- Support community, donor, business and legislative meetings, including distributing invitations and coordinating responses, preparation of meeting materials and meeting logistics throughout the region.
- Assist with preparing materials, including background research, tailored presentation materials and handouts; collaborate with team members to develop and continuously refresh materials.
- Serve as backup support answering phone calls and emails and directing inquiries to the appropriate person or department; greeting guests; setting up meeting rooms; collecting and distributing mail, etc.
- Support the implementation of direct mailings and provide occasional back-up support in various departments as needed.
- Perform general office duties such as filing, copying, ordering supplies, managing inventory and communicating with vendors.
- Provide customer service to donors and other constituents, and logistical coordination for travel – including scheduling, confirmation, and directions.

#### **2. Information Management and Research.** Provide support to the maintenance of FAO's customer relationship management (CRM) software.

- Create processes, reports and workflows utilizing Raiser's Edge software.
- Maintain knowledge of all database functions, including entering and maintaining records and generating reports and lists from the organization's databases.

- Provide support in preparing briefing materials, research and relevant community background information. Great familiarity and ease with Internet research.

**3. Other Duties as Assigned.** FAO is a nimble and team-oriented organization, requiring all staff team members to contribute to a variety of responsibilities and mission-related tasks.

### **REQUIRED SKILLS/ABILITIES**

Our ideal candidate is committed to FAO's mission and the region, looking to grow their professional career within FAO through increased responsibility. Specific qualifications include:

- Service-oriented with strong organizational skills; flexibility, with ability to shift activities based on priorities.
- Initiative-taking with impeccable attention to detail; outstanding analytical, organizational, and problem-solving skills to identify, research, and resolve issues; and the ability to coordinate multiple projects while managing day-to-day responsibilities.
- Experience in the use of technology and the ability to learn recent technologies; high accuracy with data-entry and competency in Microsoft Office products and databases is necessary; experience in Raiser's Edge is a plus.
- Ability to work autonomously and collaboratively in a complex environment; outstanding communication skills and the ability to respond to inquiries in a timely manner.
- At least 1-2 years of experience in administrative support.

### **ADDITIONAL DETAILS**

- Full-time position (40-hour workweek) with occasional weekend hours and travel required.
- Position is based in Nelsonville, OH -- a hybrid work schedule is currently available.
- Benefits package includes PTO, health and life insurance, disability plan and retirement plan.
- Compensation commensurate with experience.

### **ABOUT US**

The Foundation for Appalachian Ohio (FAO) is a community foundation for a 32-county region that's historically faced significant challenges. We help donors become catalysts for positive change by investing in the people, programs, and ideas that will improve lives in local communities and throughout the region. We work hand in hand with thousands of everyday givers and volunteers, uplifting the work of 15 affiliate foundations and stewarding more than \$110 million across over 700 charitable funds.

### **HOW TO APPLY**

Please send a cover letter and resume to [msharkey@ffao.org](mailto:msharkey@ffao.org). We thank all applicants for their interest but only those selected for an interview will be contacted.

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*

**FAO embraces diversity and is committed to creating an inclusive environment for all employees.**