



POSITION DESCRIPTION

JOB TITLE: Senior Administrative Coordinator

INTRODUCTION:

The mission of The Cape Cod Foundation is to build permanent charitable resources for community betterment through informed grantmaking and civic leadership. The Cape Cod Foundation makes a measurable difference in the community by being a source of solutions for donors, providing leadership, and leveraging resources. The Foundation is known as a proactive, high-quality grantmaker that uses its knowledge of the community to support strategic investments that result in meaningful impact and meet the unmet needs of the community.

The Foundation Board of Directors has adopted an organizational strategic framework. Essential to the success of plan implementation and the overall goal of advancing our role as a transformational community leader and grantmaker is continuing to build and advance a high-performance culture among staff, Board, and volunteers. Inherent in this goal is the need to provide excellent customer service for our donors and other constituents at all levels of the organization.

PURPOSE: This position is an essential member of the Foundation's team, providing administrative support and coordination to senior leadership to help daily operations run efficiently and to further the implementation of organizational strategic goals.

POSITION TYPE: Full-time, non-exempt

REPORTS TO: Assigned Senior Leaders

Please Note: The Cape Cod Foundation operates in a hybrid working environment with full-time staff working in-office three days per week and the opportunity to work two days remotely per week if in good standing.

DUTIES AND RESPONSIBILITIES:

Operations:

- Delivers remarkable, high-level administrative support to members of the senior leadership team
- Requests, collects, and shares information with senior leadership in advance of meetings and events
- Coordinates and arranges meetings sponsored by members of the senior leadership team including meeting location, required technology, resources and refreshments. Attends meetings and compiles and distributes minutes as requested
- Develops meeting follow-up action plans and implements items as requested by the senior leadership team
- Handles calendar and scheduling as requested by senior leadership
- Generates reports, lists, and presentations for senior leadership
- Professionally manages and maintains highly confidential information
- Responsible for coordinating and managing the on-boarding procedure for new staff
- Takes the lead in monitoring and tracking policy changes and additions
- Operates independently on complex and detail oriented administrative duties. Exercises sound judgment when faced with routine decision making
- Attends Cape Cod Foundation events and meetings as needed

- Collaborates with senior leadership on a range of special projects

Volunteer Management:

- Recruits, screens, and assigns volunteers to Cape Cod Foundation committees; assists in volunteer training as requested. Organizes volunteer recognition programs and events
- Under the direction of senior leadership, coordinates board and committee meetings including agenda preparation, recording and preparing minutes, and meeting logistics
- Assists senior leadership team with creation and dissemination of all materials required for Board and committee meetings. Creates presentations and agendas, and manages and distributes for all Board and senior management meetings
- Uses discretion in handling confidential and sensitive information in connection with board and senior leader responsibilities.

Donor Services:

- Supports senior leadership team with prospect and donor identification, cultivation and outreach through conducting research, running and culling lists and reports, scheduling meetings, and assisting with meeting follow-up, including documentation of meeting results, outcomes, and required follow-up actions in relevant Cape Cod Foundation software
- Provides donor portal technical assistance
- Coordinates donor education events

QUALIFICATIONS:

- Detail-oriented, responsible, energetic, personable, self-directed
- Excellent organizational skills; ability to plan workflows, handle multiple tasks simultaneously, manage details, problem solve, and meet deadlines
- Strong computer skills with specific software (MS Word, Excel, and Windows), database management systems and use of the Internet, and willingness to learn customized foundation software
- Strong oral and written communication and interpersonal skills
- High degree of personal and professional integrity
- Ability to maintain confidentiality, with tact and diplomacy
- Experience in an administrative capacity with duties as described above

The Cape Cod Foundation is an equal opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation in accordance with federal and state law.

To apply: Please send a cover letter expressing your interest and qualifications AND a copy of your current resume by email to: info@capecodfoundation.org. Salary range is \$30-\$32 per hour. Applications will be accepted until position is filled. No phone calls please.