



VISION: A vibrant region where all individuals and families can thrive and prosper.

The mission of the Community Foundation is to bring people together to transform our community through informed and inspired philanthropy. Today, we manage more than 1,400 charitable funds with assets exceeding several billion dollars and growing. In 2022, we deployed more than 6,000 grants totaling over \$85 million. The Foundation also supports the activities of 9 other charitable foundations and organizations that have chosen to fulfill their charitable legacy in partnership with us. *Together, we do more good!*

As a part of the Community Foundation, you have a chance to use your skills and experience to create positive, long-lasting change for our region, while maintaining a healthy balance between personal and professional endeavors. We offer competitive benefits, flexibility in schedule and partial telework, half-days on Fridays, a collaborative culture, and mission-centered work.

To learn more about our vision and mission, please visit cfrichmond.org/About/Our-Story.

TITLE: Administrative Coordinator, Marketing and Civic Engagement

REPORTS TO: Vice President of Marketing

CLASSIFICATION: Full-time, exempt; salaried-benefits eligible; 37.5 hours per week

SALARY RANGE: \$45,000 annually

POSITION DESCRIPTION: This position will provide administrative coordination and support to the Marketing and Civic Engagement teams. The Administrative Coordinator role will require critical thinking, exceptional customer service, attention to detail, the ability to multi-task, and make decisions in a fast-paced environment.

PRIMARY DUTIES AND RESPONSIBILITIES:

Data Management

- Perform basic functions in data management systems such as data entry and maintaining system integrity (running monthly reports, website analytics, and marketing tracking)
- Maintain team online filing systems
- Provide support for timely and consistent set-up and implementation of surveys and evaluations.

Event and Program Support

- Provide logistics support for externally-focused events, trainings and programs including, but not limited to, room reservations and set up, food and supply orders, A/V needs, and meeting material preparation.
- Coordinates the distribution of regular communications related to the Emerging Nonprofit Leaders Program, and serves as customer support for inquiries.
- Assist with coordination of team or planning meetings, including scheduling, drafting of minutes, and logistics.

- Maintains electronic event calendar for all Foundation activities and ensures timely reminders to staff and board members as needed.
- Monitors and communicates event registration with relevant team members and presenters.

General Administration and Communication

- Supports communication and outreach for civic engagement recruitment, retention, and appreciation strategies.
- Assists with the marketing request intake process to consider, prioritize and manage requests from across the organization.
- Supports email correspondence and newsletter distribution related to events, programs, and campaigns. This includes updating templates, using mail merges, tracking processes, and distributing the final product.
- Supports leadership staff with research projects, general administrative tasks and meeting coordination.
- Reconciles monthly credit card statements, creates expense reports, prepares invoices, and books travel arrangements.
- Assist with special projects or requests in support of department or Foundation strategies and work plans.

QUALIFICATIONS:

- Excellent communication skills, both written and oral, are required. Excellent interpersonal and collaboration skills.
- Strong project management skills required; attention to detail and strong organizational skills required.
- Strong computer literacy in Microsoft Office; ability to quickly learn and use new technology and software. Salesforce experience preferred.
- Proven record of working independently and proactively.
- Demonstrated ability to organize and coordinate several activities at one time.
- Inherent curiosity, which will be demonstrated in the ability to recognize and analyze a problem/issue and raise it for consideration and resolution, ideally with a suggested approach.
- The position must embrace the Community Foundation's charitable mission and a passion to enhance the quality of community life through our work; represent the Foundation in a professional manner; and work collegially and be supportive of all aspects of the Foundation's work.

EDUCATION & EXPERIENCE:

- A minimum of three to five years providing administrative support required. Experience working in the nonprofit sector is helpful.
- Bachelor's degree preferred but not required.

If you are interested in this position, please visit cfrichmond.org/About/Careers and send your cover letter, and resume to careers@cfrichmond.org. No phone calls or agencies, please.

Don't meet every single requirement? We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role, but your experience doesn't align perfectly with every qualification, we encourage you to apply anyway. You may be the right candidate for this or other roles.