

Executive Coordinator

Job Posting

The Asset Funders Network (AFN) is the leading national membership organization engaging philanthropy to advance equitable wealth building and economic mobility.

Job Description

Reporting directly to the President & Chief Executive Officer and to the Managing Director, the Executive Coordinator will have both internal and external facing responsibilities, ranging from project management, scheduling, administrative and technical support. The CEO is responsible for overall performance evaluation.

The Executive Coordinator is responsible for supporting and extending the capacity of the Asset Funders Network's senior executives team and Board of Directors and Board Committees by helping to manage priorities, communications, development of minutes, maintain corporate records, execute contracts, schedule, and support expense reimbursement documentation as well as other logistics coordination as needed. This is a remote position and must be able to support efforts across the 4 time zones of continental US.

AFN requires evidence of COVID-19 vaccination as a condition of employment and will request proof prior to an acceptance of the offer. Travel to meetings consistent with the position will be required.

Core Responsibilities

Executive Assistant to the President & Chief Executive Officer (CEO) (40%)

- Manage the CEO's calendar including coordinating the CEO's schedule particularly with Board members, AFN members and prospective members, and staff
 - Gather or develop meeting related agendas and materials for the meeting
 - Provide administrative support including scheduling, setting up zoom meetings and any shared screen materials, taking minutes of Board and Executive Committee meetings
- Support travel, lodging, documentation and transportation logistics for the CEO.
- Develop CEO's monthly expense sheets to process reimbursements.
- Anticipate logistical and administrative needs for the CEO, offering solutions.
- Communicate clearly and accurately on behalf of the CEO to staff and/or external stakeholders.
- Support Board Committees: Finance Committee, Nominating and other committees of the Board with scheduling, agenda drafting and minutes taking.
- Maintain corporate documents and governance documents
- Support audit compliance: gather requested documentation, e.g. Board minutes, and responses for auditors.
- Update corporate policies with CEO each year.

- Maintain confidentiality of all organizational, pre-decisional, and personnel matters.

Executive Assistant to the Managing Director (30%)

- Manage Managing Director's calendar and scheduling requests as needed.
- Coordinate travel, lodging, documentation and transportation logistics for the Managing Director.
- Develop the Managing Director's monthly expense sheets to process reimbursements.
- Support the Board's Program Committee (see Project Management below)
- Support programming delivery as needed (after training)

Project Coordination (20%)

- Ensure AFN meets compliance requirements with IRS, Illinois and state laws in coordination with AFN human resources staff.
- Coordinate compliance with Conflict of Interest policies for Board and separately for staff and consultants.
- Ensure legal compliance with tax filings, by-law changes reported to Illinois Secretary of State, audit filing with Illinois AG, coordinated third party registration of AFN with most states, capturing and maintaining minutes, fiscal reports and other documents for Board meetings to be available when requested..
- As assigned, provide administrative and project management for the Realizing Economic Justice initiative
 - Meeting scheduling and agenda development
 - Project and deadline reporting and tracking
 - Serve as team coordinator with membership and communications
- Support Program Committee of the Board
 - Meeting invitations and calendar management
 - Maintain member roster
 - Develop with lead staff meeting agendas and presentation materials
 - Provide summary notes of discussion
- Provide Meeting and/or Event related administrative support including meeting and event scheduling, invitation design, finalizing PowerPoints (AFN and speakers)
 - Event marketing (as identified by lead staff or Communications staff)
 - Ensure set up for meeting (including remote access with Zoom or otherwise)

Support AFN Operations Team (10%)

- Active and timely response on all communications during work hours (email, phone, IM).
- Attend monthly regular virtual staff meetings - including all hands, regional program officer, administrative team, integration team
- Maintain and update the AFN Handbook with the CEO and relevant staff each year for distribution to Board and staff in January of each year
- Support contract development

***The CEO will assign tasks related to the organizational administrative support. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Preferred Knowledge, Skills and Experience

Essential Knowledge, Skills and Experience

Full COVID-19 vaccination required.

- 3 or more years of experience representing and supporting senior executives with internal and external stakeholders.
- 3 or more years of experience supporting a national membership, foundation, and/or nonprofit organization, or equivalent experience is a plus.
- Experience with MailChimp preferred or comparable CMS and e-marketing platforms.
- Experience with list management via CRM tools.
- Faculty with the presentation tools available in the Microsoft Office Suite (including Powerpoint) and other online tools to create brand-consistent materials, presentations, charts and graphs, or images for use in event and meeting planning and marketing.
- Experience using Zoom to run meetings and/or webinars.

The Most Successful Candidate:

- Agrees with and has commitment to AFN's mission and values.
- Feels at ease working remotely.
- Doesn't struggle with time management, but rather, embraces the challenge! They have successful time management strategies already in use.
- Welcomes feedback and is able to process constructive feedback to continuous improvement.

Has...

- Strong attention to detail (reflected in application materials)
- Clear verbal and written communication skills
- High emotional intelligence and awareness.
- Some knowledge of, or experience with, philanthropy and the non-profit sector
- Demonstrable experience in positions that involve, even partially, event planning or management.

Is...

- Solutions-oriented
- Adaptable to changes in the work environment and able to deal positively with frequent change.
- Highly organized and can juggle multiple, time-pressing tasks and competing demands

Location for Work

The Executive Coordinator would work remotely from their home or leveraged office space with the ability to travel to meetings as needed. Ideally the person would live in the Central or Mountain Time Zone.

Compensation

Salary is dependent on the applicant's skills and experience.

Salary Range

This position starts at 100% of full-time employment which is equivalent to \$55,000 plus benefits. A negotiated salary will reflect experience and the % FTE.

Benefits

Benefits include a 401K contribution (5% of salary), health expenses reimbursement (QSEHRA), home office expense reimbursement (up to \$2500 per year), PTO, and more.

Term

This is a one-year employment contract with the potential for renewal depending on funding and performance. At least 70% of job functions must be completed during regular business hours.

Maximum hours of work

This is a one-year employment contract with the potential for renewal depending on funding and performance. This is an exempt position and is full-time (30 hours per week). Employees can engage other clients and volunteer activities subject to conflict of interest rules.

About AFN

The Asset Funders Network (AFN) is:

- the leading national nonprofit membership organization that engages philanthropy (public, private, financial institutions, non-profit and corporate) to advance equitable wealth building and economic mobility.
- a membership organization for funders. To achieve its mission, AFN informs, fosters connections across networks, influences grant giving strategy, and builds momentum for system change.
- committed to advancing diversity, equity, and inclusion internally and externally.
- staffed by committed, collaborative and experienced professionals located across the country to advance the AFN mission.

How to Apply

Interested candidates should submit their resume and a statement of interest to employment@assetfunders.org. Please reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis.