

East Coast Regional Administrative & Event Coordinator

Job Posting

Asset Funders Network (AFN) is a growing, national nonprofit organization working with philanthropy - actively engaging them to advance equitable economic justice, expand asset building opportunities and increase economic mobility. AFN is a membership organization of funders and 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, AFN is staffed by committed, collaborative, and experienced professionals located across the country.

AFN is a unique, high-road employer seeking a dynamically skilled, highly motivated and entrepreneurial individual to join our organization as the East Coast Regional Administrative & Event Coordinator. This position is fully remote with intermittent travel to meetings as required.

Core Responsibilities

Reporting directly to the Senior Director and supporting the Program Officers in the East Coast Regional Team the East Coast Regional Administrative & Event Coordinator will have both internal and external facing responsibilities, ranging from project management, scheduling, administrative, and technical support. The Senior Director is responsible for overall performance evaluation.

Overarching Objectives

The East Coast Regional Administrative & Event Coordinator is responsible for providing administrative support, both virtual and in-person for the East Coast Regional team. This will include creating and implementing systems to coordinate meeting scheduling, event-related support, organizing meeting materials, follow ups and reports. This role will include managing event announcements and registration from the website or Asset Funders Network (AFN) selected software.

Activities and events will vary month-to-month with an anticipated support required for execution of approximately 4 - 5 events per month.

As appropriate, the objectives will focus on all or some of the following objectives and tactics:

Administration

Implementing systems to coordinate the East Coast Regional Program Officers including,

- Maintain calendars, including scheduling meetings and travel for meetings
- Organize and prepare for meetings, gathering documents and coordinating meeting logistics
- Attend and participate in meeting, capturing detailed notes and follow up tasks
- Prioritize emails and respond when necessary
- Communicate effectively with external stakeholders as a representative of AFN
- Manage internal and external communication – memos, emails, presentations, quarterly reports
- Develop agendas, charts, and PowerPoints as visual meeting aids
- Draft outreach or invitations to potentially source new members

Events Management

Including project management, webinars, meetings (1-on-1, steering committees, and funder convenings)

- Manage all expenses related to regional work, projects, and expenses within the approved budget
- Develop meeting materials: work plans, agendas (annotated and external), PowerPoints, etc.
- Event marketing including design
- Attendee management
- Technical assistance setting-up and running Zoom meetings and webinars
- Coordinate and prepare webinar speakers
- Post event survey management and attendee tracking

Finance and Accounting Reports

Gathering the documentation and developing the reports required to submit accounting reports:

- Remote Work, Travel, and Business Expense reimbursement requests
- Software Request and installation management
- Regional Credit Card reconciliation report

Requirements

Essential Knowledge, Skills and Experience

Full COVID-19 vaccination required

- Experience with MailChimp preferred or comparable CMS and e-marketing platforms;
- Experience with list management via CRM tools such as Insightly or Salesforce;
- Facility 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
- Must demonstrate strong attention to detail in application materials; and
- Must have demonstrable experience in positions that involve, even partially, event planning or management (with relevant references).

The Most Successful Candidate

- Agrees with and has commitment to AFN's mission and values
- Welcomes feedback and is able to process constructive feedback to continuous improvement
- Enjoys engaging with people and embodies a great customer service ethic.
- Takes initiative and ownership for regional program success

Has...

- Experience reporting to multiple stakeholders
- Has knowledge of, or experience with, philanthropy or the non-profit sector;
- Sound judgment, integrity, and ethics.
- Commitment to ensure the delivery of the relevant Strategic Plan objectives
- Clear verbal and written communication skills - tailoring appropriate information sharing to relevant audiences given complexity of work with multiple stakeholders.
- High emotional intelligence and awareness
- Excellent organization skills - ability to successfully manage a large volume of work, meet multiple and often competing deadlines, and respond with flexibility to unanticipated requests.

Is...

- Able to interact successfully and collaboratively at all levels of the organization, and to develop positive relationships in a culturally diverse workplace
- Experienced and comfortable working independently, with remote colleagues across multiple time zones
- Able to learn quickly and a desire to learn new skills and software
- Able to work independently and on a team
- Solutions-oriented
- Adaptable to changes in the work environment and able to deal positively with frequent change
- An over-communicator and comfortable flagging priority changes to key stakeholders
- Is comfortable following instructions and proposing solutions to problems

Location for Work

The East Coast Regional Administrative & Event Coordinator would work remotely from their home or leveraged office space with the ability to travel to meetings as needed. Continental United States and Eastern time zone is the strongly preferred location.

Compensation

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

Salary Range

The position is 100% full-time employment based on a salary of \$50,000 - \$56,000 which is equivalent to a salary range of \$50,000 - \$56,000 plus benefits. The negotiated salary will reflect experience and the % FTE.

Benefits

Benefits include a 5% employer 401K contribution, health expenses reimbursement (QSEHRA) up to \$5,850 per self-only employee and up to \$11,800 per employee with a family, home office expense reimbursement (up to \$2,500 per year), unlimited PTO, and more.

Term

This is a one-year employment contract with the potential for renewal dependent on funding and performance.

Maximum hours of work

This is an exempt position and is 100% FTE (30 hours per week). At least 70% of job functions must be completed during regular business hours (9am - 4pm ET).

AFN recognizes that staff can exercise their flexibility to engage as contractors or volunteers with other organizations (funders, non-profits, or public entities). AFN policy explicitly does not restrict outside employment or contracting as long as there is no conflict of interest.

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.