

## Events & Administrative Coordinator

### *Job Posting*

Asset Funders Network (AFN) is a national membership organization with a strong point of view actively engaging philanthropy to advance equitable economic justice, opportunity and security.

The Asset Funders Network is seeking an efficient, skilled, and highly motivated individual to join our growing organization. The Events & Administrative Coordinator is responsible for providing administrative event-related support, both virtual and in-person. This will include meeting scheduling, invitation design, event marketing, attendee management, development of agendas and PowerPoints, technical assistance setting-up and running Zoom meetings and webinars, as well as post event survey management and attendee tracking. This role will include managing event announcements and registration from the website or Asset Funders Network (AFN) selected software. This role will be engaged in fiscal processes, funder planning and fundraising discussions, and other confidential matters, for example related to personnel and system change planning and implementation efforts. This role works with the Program Officers to provide timely media responses and manage legislative deadlines.

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

## Skills and Qualifications

Full COVID-19 vaccination required

### **Essential Knowledge, Skills and Experience**

- 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 (e.g. Google Slides and Canva) 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 or to support Zoom based discussions
- Must demonstrate strong attention to detail in application materials
- Must have demonstrable experience in positions that involve, even partially, event planning or management (with relevant references)

### **The Most Successful Candidate:**

- Has experience reporting to matrix leadership or multiple stakeholders

- Is highly organized and excels at time-management that can juggle multiple, time-pressing tasks in expert fashion
- Is an over-communicator given the remote nature of the work and is comfortable flagging priority changes to key stakeholders
- Enjoys engaging with people and embodies a great customer service ethic
- Feels at ease working remotely with team members across multiple time zones
- Knows, or is experienced with, philanthropy or the non-profit sector
- Is comfortable following instructions and proposing solutions to problems
- Is looking for a long-term employment contract

## Location for Work

The Events & Administrative Coordinator would work remotely from his/her/their home or leveraged office space with the ability to travel to meetings as needed. This person must live in either the Central or Eastern Time Zone.

## Compensation

Salary is dependent on the applicant's skills and experience. There is potential for this position to grow in hours and compensation over time, particularly as funded initiatives and deliverables are undertaken. This is an exempt employment position.

### **Salary Range**

This position starts at 100% of full-time employment which is equivalent to \$53,000 - \$59,000 per year plus benefits. A negotiated salary will reflect experience.

### **Benefits**

Benefits include a 401K contribution (5% of salary), health expenses reimbursement (QSEHRA) up to \$6,350 per self-only employee and up to \$12,800 per employee with a family, home office expense reimbursement (up to \$2500 per year), unlimited PTO, and more.

## Term

January 27, 2025 - December 31, 2025. Initial Trial Term. Renewable annually upon performance and dependent on continued funding. At least 70% of job functions must be completed during regular business hours.

### **Maximum hours of work**

This is an employment contract through December 31, 2025 with the potential for renewal depending on funding and performance. Some months will have greater or lesser hourly requirements to meet deadlines or perform the required work.

## **About AFN**

The Asset Funders Network (AFN) is:

- the leading national non-profit 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 via our [application portal](#). If you face any issues in submitting your application, feel free to reach out to us via email at [employment@assetfunders.org](mailto:employment@assetfunders.org) making sure to reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis until the position is filled.