

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 providing daily critical administrative support and extending the capacity and efficiency of the Asset Funders Network's senior executive team, Board of Directors and Board Committees. This role will efficiently manage the Asset Funders Network executive office operations by helping to manage priorities, post communications, take and finalize minutes, maintain corporate records, document the scope of 3rd party contracts using AFN templates, schedule meetings, support expense reimbursement documentation, and edit or help update documents as well as providing 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 extension 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, 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 meetings as required
- Support processing monthly expense reimbursements
- 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 taking minutes
- Maintain corporate documents and governance documents in an orderly and retrievable fashion

- Be the point person for annual renewal processes (i.e. Board conflict of interest, state charitable license registrations)
- Participate in annual policy updates, including document editing, collation, and preparation for presentation (e.g. Board Handbook, internal policy updates, executive transition, advocacy policy, and strategic plan reports)
- Support audit compliance: gather requested documentation, e.g. Board minutes, budgets, policy updates
- Maintain confidentiality of all organizational, pre-decisional, budget, 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
- Support processing monthly expense reimbursements
- Support the Board's Program Committee (see Project Coordination below)
- Support programming delivery as needed (after training)
- Ensure meeting materials are in final form for distribution

Project Coordination (20%)

- Coordinate compliance with Conflict of Interest policies for Board
- Ensure and file in retrievable manner evidence of legal compliance with tax filings, by-law changes reported to Illinois Secretary of State, audit filing with Illinois AG, maintaining copies and records of approved minutes, fiscal reports and other documents for Board meetings to be available when requested
- As assigned, support Program Committee of the Board
 - Meeting invitations and calendar management
 - Maintain member roster
 - Develop meeting agendas and presentation materials to final form with lead staff
 - Provide summary notes of discussion
- As assigned, 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 external 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.

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
- Faculty with the presentation tools available in the Microsoft Office Suite (including Powerpoint) and other online tools (Google Workspace) 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 direct feedback and incorporates it in a timely manner in accordance with AFN's best practices.
- Is comfortable providing support to team members at all levels of the organization.
- Is able to identify performance expectations conflicts and seeks assistance to resolve them.

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
- Experience with MailChimp preferred or comparable CMS and e-marketing platforms
- Experience with list management via CRM tools

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 appropriate tools (computer, phone, stable wifi) to perform the work remotely and 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 salary range at 100% of full-time employment is \$55,000 - \$70,000 plus benefits. A negotiated salary will reflect experience and the % FTE.

Benefits

Benefits include an employer 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.