

ADMINISTRATIVE COORDINATOR

Non-exempt hourly position
Approximately 32-40 hours/week, M-F
Reports to the Manager of Systems and Operations

Seattle Parks Foundation is a 20-year-old nonprofit with a history of successful planning, organizing, advocacy, and fundraising on behalf of our city's public spaces. We want every resident of our city to be connected to safe and beautiful green spaces and have access to rich recreational opportunities that meet their needs and the needs of Seattle's growing and changing population. We also believe that access to parks and public spaces is a critical indicator of Seattle's commitment to equity.

Our workplace is highly collaborative, professional, and respectful while nurturing a sense of fun. We are led by a strong and strategically engaged board of directors, and we strive to ensure that our team reflects the diversity of Seattle and has the cultural competence to ensure that we serve all residents of the city.

The following are our core commitments as an organization:

- We listen to learn, work in partnership, and lift up others.
- We are committed to diversity, equity, and inclusion. This means confronting our assumptions about structures of oppression and, in response, continually remaking our internal culture.
- We are accountable. When we commit, we deliver. When we make a mistake, we accept responsibility.
- We embrace change and the challenges that come with it.
- We nurture a culture of gratitude and continually celebrate and thank volunteers, staff, partners, and donors.

JOB DESCRIPTION

The Administrative Coordinator will fulfill a critical role by utilizing and managing our core customer relationship systems, creating efficient processes for our core operations, and creating a welcoming environment and positive first impression for individuals who call, email or visit the foundation. A keen customer service mindset is needed for this job, as well as strong organizational skills and attention to detail. This position involves working diligently, independently, and enthusiastically as part of a team and meeting deadlines on multiple projects. We seek a candidate who will uphold the values of diversity, equity, and inclusion and use them as a lens in carrying out work responsibilities.

This position may require occasional extra work during the heavy gift-giving season—November through January. Overtime will be paid if work exceeds 40 hours in a given week.

RESPONSIBILITIES

Fundraising and Philanthropy (40%)

- Conduct daily gift processing, including Raiser's Edge database entry, filing, generating donor acknowledgment letters, donor contact spreadsheets, and maintaining digital donor files.
- Ensure accurate entry of constituent information into CRM (Raiser's Edge).
- Support fundraising and stewardship efforts by ordering supplies, assisting with mailings, and supporting Foundation staff during virtual and in person events.
- Execute donor invoicing and pledge follow-up.
- Work with Finance team regularly to review and reconcile gifts and pledges, recode when needed and review gift batches as appropriate for accuracy.

Administration (40%)

- Provide administrative support to the board of directors, the president/CEO, and selected staff
- Coordinate organization calendars: including board meetings, staff meetings, staff events, staff retreats, special day calendars (birthdays, awards, and other significant events) and other events
- Keep a broad variety of contacts updated as needed in donor database, Outlook, and other organizational documents
- Oversees first point of contact customer service including telephone inquiries, emails, and other customer service-related communication
- Coordinates and uses our electronic record keeping systems and operational systems
- Assist in recruitment and hiring; maintain records, research candidates, and communicate re: potential candidates with hiring managers
- Assist in onboarding new staff by providing operations orientation
- Serve as back-up Office365 administrator

Other Duties (20%)

- Coordinate and assist with surveys, new staff onboarding paperwork, and procedure changes
- In partnership with CEO, coordinate board communications such as: board resolutions, staff reports to the board, board minutes, board surveys and conflicts of interest documents

REQUIRED QUALIFICATIONS

- Proficiency in Microsoft Office365
- Excellent communication skills and prompt reply timing
- Meticulous attention to detail and organization
- Ability to manage confidential information professionally
- Strong, consistent independent work ethic
- Ability to maintain daily office hours virtually and eventually at Seattle Parks Foundation's physical office
- Cultural competency and ability to work with diverse stakeholders and community members

PREFERRED SKILLS AND EXPERIENCE

- Donor database experience, preferably Raiser's Edge
- Previous experience in a professional setting
- Experience working with diverse groups of people

COMPENSATION AND BENEFITS

- Between \$23 - \$32/hr
- Personal Time Off (PTO) accrual per depending on FTE (Ex: year one FTE 100% = 24 days per year)
- 100% employer-paid platinum-level medical insurance. Dental insurance (beginning in October 2021)
- Wellness program and Lifecare employee assistance program
- Annual virtual office supply allowance
- 2% non-elective employer contribution to Simple IRA retirement plan

To apply, please submit a resume and a cover letter to info@seattleparksfoundation.org. The deadline for applications is May 28th, 2021.

Seattle Parks Foundation is an Equal Opportunity Employer that values and prioritizes diversity, equity, and inclusion in all areas of its operations. Recruiting and mentoring staff to create an inclusive organization that reflects our values is a priority and we encourage applicants from all races, ages, religions, sexes, marital statuses, sexual orientations, gender identity, national origin, citizenship, military or veteran status, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.

