



## The Denver Foundation

**JOB TITLE:** Administrative Coordinator

**DEPARTMENT:** Finance, Infrastructure, and Technology

**REPORT TO:** Director of Gifts & Grants

**FLSA STATUS:** Non-Exempt

### **POSITION SUMMARY:**

The Administrative Coordinator supports the Finance, Infrastructure, and Technology (FIT) team and processes. This role acts as a hub for information flow, providing administrative support and process coordination for the FIT Team, and works in close partnership with other administrative roles throughout the foundation. The Administrative Coordinator reports to the Director of Gifts and Grants and will support the administrative needs of the Chief Financial Officer and FIT managers. This position requires customer service orientation, exceptional organizational skills and attention to detail, ability to anticipate needs and take initiative, confidence in building and maintaining relationships, strong computer skills, the ability to understand compliance nuances, and the capacity to navigate competing priorities.

### **RESPONSIBILITIES & ESSENTIAL FUNCTIONS:**

#### **Administrative Support (40%)**

- Provide direct administrative support to the Chief Financial Officer (CFO) to promote effectiveness and efficient use of the CFO's time. Management of complex calendaring and scheduling, preparation and collection of meeting materials, coordinate with internal and external stakeholders, support committee needs and assist with special projects.
- Project coordination and broad support to the FIT team to ensure departmental priorities are achieved efficiently and effectively within a fast-paced environment.
- Administrative support including document preparation, mailing logistics, and ordering supplies. Contract and vendor coordination including invoicing, independent contractor process support, and vendor record maintenance.
- Manage logistics and preparation for department and committee meetings, team events and celebrations. Prepare and collect meeting materials for agenda, participant attendance tracking, develop reports, take minutes, secure room reservations, set-up, clean-up, catering, and coordination with outside vendors.
- Facilitate technical needs for in-person, virtual, and hybrid meetings; including in-room technology, Zoom and Microsoft Teams host responsibilities.
- Proactively collaborate with administrative staff across the Foundation to provide excellent customer service to internal and external stakeholders.

#### **Transactions (30%)**

- Support and assist in the processing of a variety of FIT team transactions, data entry, and light accounting functions as directed by annual workflow needs for facilities,

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technology, accounts payable, accounts receivable, gifts, grants, and scholarships. Ensure transaction data is maintained accurately in appropriate systems.

- Utilize our accounting and data management systems, including Community Suite and our Grant and Scholarship processing systems while maintaining strong data integrity.
- Provide coordination and support for electronic payment enrollment and data collection, electronic payment transactions, and maintenance of accurate bank instructions.
- Follow and maintain documented procedures, identifying opportunities for efficiencies.
- Assist with answering questions from internal and external stakeholders related to FIT processes.

### **Research & Reporting (30%)**

- Collect and file monthly and quarterly investment statements, investment correspondence, and permanent documents electronically.
- Follow due diligence requirements and compliance guidance with relevant tax laws governing the foundation's grant-making processes.
- Maintain and support document management for department file records in Community Suite, SharePoint, and Server, adhering to the document retention and destruction policy.

### **REQUIRED QUALIFICATIONS:**

- Minimum of one year of relevant experience, preferably in a nonprofit or foundation environment, and familiarity with the nuances of compliance driven environments.
- Data entry and data management experience.
- Proficient use of Microsoft Office 365 (especially PowerPoint, Excel, Outlook, and Teams).
- High attention to detail; strong organization, project management, and time-management skills; proven success in meeting deadlines in fast-paced work environments.
- Commitment to excellent customer service as evidenced by strong interpersonal and communication skills, including the ability to successfully work as part of a team.
- Demonstrated success building relationships with people of diverse backgrounds, perspectives, and cultures.
- An unwavering commitment to racial equity.
- Maintain a high level of confidentiality.
- Research and problem-solving skills.
- Able to anticipate needs, take initiative, and navigate competing priorities.

### **PREFERRED QUALIFICATIONS:**

- Basic understanding of bookkeeping and accounting principles,
- Functional experience using a Customer Relationship Management (CRM) system; knowledge of Foundant software is a plus.
- Experience using document management systems; knowledge of SharePoint and DocuSign is a plus.
- Current notary public or willingness to attain notary public status.

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- Knowledge and understanding of philanthropy and the nonprofit sector.

**WORK ENVIRONMENT:** The position is based in a hybrid office environment, which includes private offices and cubicles.

**PHYSICAL DEMANDS:**

- Daily communication via phone, text messages, online chats, and in person.
- Frequent extended hours in front of a computer screen with or without accommodation.
- Occasional activities occurring outdoors.

**ADDITIONAL ELIGIBILITY QUALIFICATION:**

- Must be authorized to work in the United States.

**OTHER DUTIES:** Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

**COMPENSATION:** This is a full-time, non-exempt position. We work on a hybrid schedule of at least two days in-office (Monday and Thursday required). This role may have added days in the office due to specific meeting needs. The starting compensation range for this position is \$22.00 - \$24.04 per hour. The Denver Foundation offers a competitive benefits package, including paid time off, retirement contributions, tuition assistance, and medical, life, and disability insurance. The starting wage will be based on experience.

**THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY:** The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

*The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.*

Printed Name:

Date:

Signature:

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