



THE WOMEN'S FOUNDATION OF COLORADO (WFCO)

Executive & Board Coordinator Job Description

The Organization:

The Women's Foundation of Colorado (WFCO) is a unique statewide community foundation dedicated to creating more pathways to prosperity for Colorado women and their families through the power of our community, philanthropy, and impact. Since 1987, we have catalyzed community to invest in more than 30 research reports to identify the systemic barriers that keep women from earning a livable wage, help pass more than 50 pieces of legislation that have advanced economic opportunities and funded more than \$18 million in grants to nonprofits that work with women and families in communities across the state.

Position Overview:

- Full Time, Exempt.
- This position serves the executive administrative needs of the President & CEO, the Board of Trustees and upper management for special projects.
- Reports to the President & CEO.

Responsibilities:

- Takes initiative and advises the president and CEO on board and organization-related priorities as necessary.
- Organizes and maintains president & CEO's calendar.
- Vets and manages internal and external requests for general Foundation information, president and CEO's meeting and speaking engagements, etc.
- Prepares travel arrangements for president and CEO and staff for certain overnight travel.
- Works directly with the chair of the board of trustees to manage the executive and governance committees. This includes, but is not limited to: scheduling, maintaining board materials, rosters, forms, online portal, etc.
- Plans and executes bi-monthly board meetings and annual retreat. This includes managing the production, budget, and organization of meetings from start to finish, materials, minutes, and AV support.
- Manages special projects, including, but not limited to: special events, ad hoc meetings, hiring, and other tasks as requested by the president and CEO and management.
- Works closely with the development team in coordinating the president and CEO's outreach activities.
- Develops and promotes good community relations among various constituents including donors, trustees, honorary trustees, committee and community members.
- Drafts, proofreads, and suggests appropriate changes in correspondence and other documents.
- Collects and distributes incoming office mail.
- Promptly and accurately completes a daily checklog.
- Ensures files are organized and kept current, including classifying, arranging, and storing files and information electronically and otherwise.
- Monitors, prioritizes, and organizes daily workflow to meet project deadlines.

Qualifications:

- A minimum of five years of experience in executive support, preferably in a nonprofit environment.
- A belief in WFCO's mission and our values of promise; leadership; community; knowledge and learning; diversity, equity, and inclusion; and stewardship and accountability.

- Strong proficiency in MS Office (Outlook, Word, Excel, PowerPoint), Raiser's Edge or other database experience, Google Docs and Forms, webinar/videoconferencing tools, and eagerness to learn new software as needed.
- Detail-oriented, ability to manage multiple complex projects simultaneously and meet deadlines, and eagerness to problem solve and identify solutions or systems improvements.
- Demonstrated experience and commitment to inclusiveness and working with people of diverse races, ages, genders, abilities, identities, experiences, and economic backgrounds in group and one-on-one settings.
- Accurate and proficient typing and strong writing skills.
- Possess the initiative, organization, creativity, flexibility, and commitment needed to support executive leadership.
- Ability to work under minimal supervision or direction and as part of a team.
- Ability to identify inefficient systems and strategize and implement solutions.
- Ability to respond to change in a fast-paced environment.
- Highly discreet and able to be trusted with confidential information relating to the organization and its staff.

Physical Working Conditions & Effort Required:

- Work is typically performed in a standard office environment.
- Occasional travel for community events around the state is required.
- Ability to work occasional evenings and weekends as needed, including events beyond Metro Denver.
- The person in this position is frequently responsible for setting up for events and meetings, which may require moving equipment, furniture, and supplies weighing up to 50 pounds and positioning oneself to connect computer or electrical cords, set up banners, refreshments, etc.

Salary:

Salary range of \$50,000 - \$60,000 commensurate with experience, in addition to a generous benefits package including paid time off, medical/dental/vision insurance, a generous retirement plan match, and more.

To Apply:

Interested candidates should forward the following to jobs@wfc.org with the subject line "Executive & Board Coordinator" by Monday, February 3, 2020:

- PDF cover letter
- PDF resume
- Contact information and relationship description for three professional references

It is the policy of The Women's Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.