



## **Administrative Coordinator – 16 hours/week, \$20-25/hour**

### **Position Summary**

The Administrative Coordinator is a new role for the Yolo Community Foundation (YCF) and will play a critical role in supporting the growth of the Foundation, which is rapidly expanding its financial assets, visibility, and impact. The position will ensure that YCF runs smoothly and efficiently, supporting donor engagement and communications, vendor management, financial record keeping, and information management, as well as other administrative duties. The successful candidate will be organized, independent, enthusiastic about serving in an organizational support role, and believe in the mission of YCF. This position will report to the Executive Director. The Administrative Coordinator is a part-time (16 hours/week) hybrid position, with a minimum of 4-8 hours per week in the office.

### **Key responsibilities include:**

- Manage correspondence, including tracking and writing thank you notes and acknowledgement letters, managing incoming mail, and forwarding mail to fundholders and partners.
- Track and pay incoming bills, generate check requests, invoice partners, and manage employee expense reports.
- Maintain financial records. With oversight from bookkeeper, enter revenues and expenses into QuickBooks and maintain financial documentation. Generate QuickBooks reports.
- Schedule meetings for Executive Director and Board of Directors; maintain organization's calendar including board/committee meetings, events, key projects, etc.
- First point of contact for donor and fundholder inquiries.
- Maintain databases, such as MailChimp email address database and mailing address spreadsheet; support transition to and then maintain comprehensive donor database.
- Support meeting and event planning and logistics, prepare materials, create Zoom invites, track RSVPs/attendance, set up events, and take meeting minutes and event notes.
- Track YCF team progress against workplans.
- Perform miscellaneous data entry and record keeping.

### **The ideal candidate will possess the following experience, skills, and personal attributes:**

- 5+ years of experience working in an administrative role.
- Extremely organized and thrive on finding efficiencies and improving business processes, as well as putting things in order and keeping them that way.
- Familiar with QuickBooks or be enthusiastic about building a basic level of proficiency. (Note YCF has a bookkeeper that reviews and reconciles QuickBooks data; this role will enter data and run basic reports.)
- Knowledgeable in or interested in learning MailChimp and one or more donor database programs.
- Proficiency in MS Word, Excel, PowerPoint, Zoom, and a willingness to learn and use new technology as needed
- Effective communicator through verbal, written, and interpersonal channels.
- Good judgment, a strong sense of initiative, and a proven ability to work independently.
- Able to maintain confidentiality and appropriately handle sensitive information, particularly as it relates to fundholders.



- Have familiarity with and connections to Yolo County.
- Experience working or volunteering in a nonprofit and/or an appreciation for and understanding of philanthropy is a plus.

#### **Work Hours and Location**

The Administrative Coordinator will be expected to work out of the YCF office in downtown Woodland at least 4-8 hours per week, at a time agreed upon with the Executive Director. Outside of scheduled meetings and the in-office time agreed upon with the Executive Director, the employee will have significant flexibility over when and where the work is completed.

#### **Compensation**

This position pays \$20-25 per hour, based on experience, and is eligible for paid time off, paid holidays, and sick time. This position does not offer health insurance or retirement benefits.

#### **To Apply**

**Please send a resume and cover letter to [careers@yolocf.org](mailto:careers@yolocf.org). Applications will be accepted until the role is filled and reviewed as they are received. For full consideration please apply by Sept. 10.**

#### **About the Foundation**

The Yolo Community Foundation inspires and supports giving and provides philanthropic leadership in Yolo County. This fast-growing organization administers donor-advised funds and other philanthropic vehicles, makes grants to local nonprofits, fosters volunteerism, and provides donor education. YCF currently has more than 65 philanthropic funds valued at nearly \$8 million and is an affiliate of the Sacramento Region Community Foundation. Visit [www.yolocf.org](http://www.yolocf.org) to learn more about our programs and impact.

The Yolo Community Foundation is proud to be an equal-opportunity employer. We believe that we are best able to carry out our mission when our staff, volunteers, and other key stakeholders offer a wide range of experiences and perspectives and are representative of our Yolo County community.

The Yolo Community Foundation is committed to diversity, equity, and inclusion, and we prohibit harassment and discrimination on the basis of race, color, creed, sex, religion, pregnancy, citizenship, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, genetic characteristics, sexual orientation, gender identity or expression, veteran or military status, or any other status protected by law. The policy applies to recruiting, hiring, working conditions, benefits, training programs, promotions, use of Foundation facilities, and all other terms and conditions of employment. In recruiting and selecting employees, the Foundation furthers the principles of equal employment by seeking talented and competent persons who are suited for a specific position by reason of training, education, experience, character, personality, intelligence and general ability.