



Job Title:	Administrative Coordinator
Department:	Administration
Position Reports to:	CEO/Director of Development and Marketing
FLSA Status (Exempt or Non-exempt):	Exempt

Position Summary:

The Administrative Coordinator to the Chief Executive Officer (CEO) and Director of Development and Marketing provides high-level, confidential administrative support. Duties may be clerical, administrative and project-based and may include scheduling travel, arranging meetings, handling information requests, preparing reports and correspondence and liaising with board members. This position is often privy to confidential information and as such, requires diplomacy and discretion. The ideal candidate is proactively self-motivated, professional and capable of managing a large workload and prioritizing tasks in a fast-paced nonprofit environment.

Primary Functions:

- Provide administrative support to the CEO and Director of Development and Marketing to include correspondence, donor relations communications, schedule management, communication liaison, information preparation.
- Coordinate communications, including taking calls, responding to emails, and interfacing with Board and external stakeholders. Take and prepare minutes for meetings as assigned. Upon approval, distribute appropriately.
- Prepare for monthly Board of Directors meetings to include presentation materials and lunch delivery.
- Prepare internal and external documents, to include ppt presentations, for leadership team as requested. Ensures marketing folders are up to date and prepared for distribution as needed.
- Manage DonorPerfect database and the donation process and assist Director of Development and Marketing with systematic stewardship.
- Work closely with Grants Manager to assist in preparation of grant submissions by deadlines.
- Assist in arranging Frameworks' events such as the annual Head & Heart Luncheon, other smaller fundraising events, Board retreat, staff appreciation events, etc.
- Maintain an organized filing system of paper and electronic documents.
- Assist in the preparation of regularly scheduled reports. Submit and reconcile expense reports.
- Order office supplies. Responsible for maintenance schedule of office equipment.
- Provide general support to visitors. Provide information by answering questions and requests.
- Other duties as required.

Additional Functions:

- Understand, articulate, and promote the mission of the organization.
- Support the attainment of the organization's strategic goals, budgets, and priorities.
- Consistently model and promote the behaviors and values associated with the mission of the organization in all written, verbal, and non-verbal communication.

Required Education/Training and Experience:

- Minimum of an AA degree in administration/management or other related experience.
- Strong organizational skills.
- Strong oral and written communication skills.
- Knowledgeable and experienced in Microsoft Word, Excel, Outlook, Outlook Calendar and PowerPoint.



- High ability to promote the organization through all avenue of social media.
- Experience with nonprofit organizations a plus.
- Ability to maintain confidentiality.

Knowledge, Skills and Abilities:

- *Math, Reading, Written Communication, Oral Communication and Reasoning Ability* – college-level ability.
- Ability to work collaboratively with a variety of people.
- Ability to take direction from others.
- Ability to be self-managed but work well to support a team effort.
- Work well under time constraints and in stressful conditions.
- Excellent communication skills, verbal and written.
- Strong organizational skills to work independently and manage assigned projects.
- Experience working with computerized accounting/recordkeeping systems.
- Efficient time management and prioritization.
- High-energy, caring, self-starter, innovative, with a passion to succeed.
- Professional demeanor and appearance.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Other Requirements:

- Valid State Driver’s License.
- Access to a vehicle/listed as an insured driver with the ability to travel locally for company business.
- Must pass a background check as well as a drug screening test.

Supervision/Contacts:

- Receives direct supervision from the Chief Executive Officer and the Development & Marketing Director and indirect supervision from other Leadership Team Members.
- Daily contact with Frameworks employees and management.
- Regular contact with board members, volunteers, donors, community partners, and suppliers/vendors.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books and automobile.

Frameworks of Tampa Bay, Inc. is an equal opportunity employer.

Job duties are subject to change with or without notice based on business needs.



I certify that I have reviewed and understand the requirements of performing this job and that I can meet each requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and does not represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Employee Name (Printed)

Date

Employee Signature

Date

Supervisor Signature

Date

Program Director Signature

Date