

Administrative Coordinator

Description

The Elizabeth Dole Foundation is looking for a qualified Administrative Coordinator to join our team. The Administrative Coordinator is responsible for supporting Foundation operations and infrastructure by maintaining office workflow procedures, helping to ensure maximum efficiency by serving as primary operations support to all members of the Foundation staff, and providing administrative support to Foundation executive leadership.

Responsibilities

- Provide administrative operations support as required by the Vice President of Operations and other professional staff, and provide support to Foundation's executive leadership
- Maintain the weekly staff schedules, and provide daily administrative and organizational support for the Chief Executive Officer, including assisting in the scheduling and coordination of Foundation events, engagements, and other appointments for the CEO
- Serve as initial point of contact for the Foundation (e.g. answer phones, redirect calls, disseminate correspondence)
- Process and respond to all general Foundation inquiries and communications (both hard-copy, online/email, and phone), including caregiver verifications, resource requests, and all other general Foundation correspondence
- Perform basic bookkeeping activities by entering and processing all invoices for the Foundation; assist in the collection and distribution of employee timesheets; assist with donation deposits
- Work with Vice President of Operations and Manager of Special Events and Operations to ensure data integrity with respect to all databases and contact lists; assist with entering contact information for key constituents and stakeholders, and update the Foundation's CRM database as needed
- Maintain the efficient operations of the office by monitoring/maintaining supplies, office equipment, and Foundation collateral
- Assist with preparation of Foundation meeting materials, presentations, and documentation as needed
- Record, transcribe, and distribute minutes for all meetings as needed
- Maintain files and records with effective filing systems
- Greet and assist visitors when they arrive at the office
- Provide assistance with mailings as requested
- Provide research support as requested
- Other duties as assigned

Requirements

The Elizabeth Dole Foundation is looking for an energetic and versatile professional for a full-time position based in Washington DC. The applicant should have excellent verbal and written communication skills, with extensive proficiency in the areas of Word, Excel and PowerPoint. Familiarity with the Military and Veteran Community is desired, and will be considered when choosing the best applicant for this position.

- Bachelor's Degree, with 1+ years' experience in a professional office environment or internship equivalent
- Prior experience in providing administrative or customer support (with adequate technical proficiency both online and in-person)
- Highly energized, able to engage and respond on a professional level to a broad range of stakeholders; especially the ability to work with military caregivers and donors to provide excellent and timely customer service
- Must be detail oriented, with the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Ability to work in a fast-paced environment and meet tight deadlines
- Demonstrated professional standards and unwavering integrity and ethical conduct
- Able to satisfactorily perform duties and assigned tasks with little or no supervisory oversight
- Knowledge or prior use of Salesforce (or another CRM Database) is desired
- Is discreet; understands when confidentiality is required
- Excellent organizational skills
- Outstanding interpersonal skills
- Reliability/dependability
- Demonstrates energy, optimism, and passion for helping others

To Apply

Please submit a cover letter and resume in PDF format to:

Pavel Sullivan, Vice President of Operations
pavel@elizabethdolefoundation.org